

Work Assignment Form. (WebForms v1.0)

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-02**

TITLE: Recovery Potential Support

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE
(WACOR):**

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**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (WACOR):**

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PERIOD OF PERFORMANCE: January 1, 2016 through June 30, 2016

NOTE: This PWS is based on five tasks that are unchanged in basic content and scope from ongoing work performed under WA# 4-02 through 2015 and years before. The new option half-year WA (contract extension) is intended to involve additional work to be continued and completed under the five tasks below.

BACKGROUND

The TMDL program's Recovery Potential Screening (RPS) method and website help states assess the restorability of impaired waters. This is a high-priority activity for the Water Program and is complementary to the Water Program Strategic Plan, as it relates to

measuring the success of surface waters programs and how they interact through Water Program development and implementation. The role of this task is mainly to provide the continuing support of state-specific RPS data and tools development and the enhancement of the RPS website materials and tools. All activities are within the scope of contract no. EP-C-11-009 sections pertaining to support for development of website and information transfer/outreach technical materials.

Objective: This work assignment pertains to information transfer of findings on program results and effectiveness through developing and applying web-based tools and resources. Further, the website will serve as a methods and tools resource for states and others who wish to apply our information in assessing and planning for more effective restoration results.

Scope of Work: Contract PWS Sections 3.4, 3.10, 3.12 (Tech info development); Section 4.0 (info management generally); Section 5.3 (website development, revision, support) The scope of this work assignment predominantly involves obtaining existing materials and conceptual website design ideas from the EPA and creating suitable products.

Task 1: Work Plan.

In accordance with Contract requirements.

Task 2: QAPP Development.

EPA has determined that a Quality Assurance Project Plan is required. All environmental data used in decision making shall be supported by an approved QAPP. However, the QAPP approved for WA 4-02 is appropriate for WA 5-02 without modification. The contractor shall continue use of this QAPP as appropriate.

Task 3: Recovery Potential Website Maintenance.

The RPS website and related websites reside on the EPA server and are accessible to the public. The contractor shall support changes as may be required by EPA to correct or improve the website's functionality, if user feedback to EPA reveals any such needs. These changes will be delivered by the EPA WACOR through written technical direction. Website content modification is addressed separately under other tasks. This task is not likely to exceed 20% of the LOE under this work assignment.

Deliverable 3a: Website corrections and updates

Date Due: Incrementally throughout period of performance if directed by WACOR.

Task 4: Development and improvement of technical resources for website

The website contains a variety of technical tools and informational resources designed to help states assess and compare the restorability of their impaired waters. These resources include but are not limited to: screening methodology directions, recovery potential indicators lists, indicator reference sheets, a recovery literature database, results plotting tools, indices calculation tools, screening project reports and papers, and links to related

tools from other websites. The contractor shall develop replacements or additions to the website in formats that can be reviewed and approved by the EPA WACOR and then transferred to the EPA web group with an EPA request for website modification. Under this subtask the contractor shall support improving the technical content or functionality of any of the website's tools and resources as requested by the EPA WACOR through written technical direction. This task is not likely to exceed 40% of the LOE under this work assignment.

The primary improvement activities that may be carried out if requested through WACOR technical direction are described below.

- A. The contractor shall develop a modified website design that will serve as a watershed prioritization portal. The purpose of this site is to provide simple, general overview information and link state and other users with multiple prioritization resources, in addition to the recovery potential screening website. This site will follow EPA website standards of design and functionality. The contractor shall work with the WACOR on migrating this site to the appropriate location in the EPA web when complete.
- B. The contractor shall continue modifying the content of existing and/or new indicator reference sheets or the online indicator summary information only if given written technical direction by the EPA WACOR. The contractor shall incrementally provide the revised reference information to the EPA WACOR for review comments and shall incorporate these comments.
- C. The contractor shall revise and improve specific components of the screening methodology only if given written technical direction by the EPA WACOR. Examples of methodological components that might be directed for improvement are: brief written directions for correlation analysis among the indicators; a brief written approach for weighting indicators; a brief written account of statistical applications that could be used with screening results; and, other small methodological components that can be improved. Direction to do these improvements will be dependent upon resources needed to carry out the tasks above. The contractor shall carry out website developments related to nutrient indicators, datasets, and measurement techniques and tools as described in written technical direction by the EPA WACOR.
- D. If any problems are found in RPS tools, the contractor shall also improve the functionality of the recovery potential scoring spreadsheet only if given written technical direction by the EPA WACOR. Appropriate action shall be determined by the EPA WACOR and requested if necessary.

Deliverable 4a: Website additions and enhancements

Date Due: Incrementally throughout period of performance if directed by WACOR, NLT June 30, 2016

Task 5: Application of website techniques with geospatial datasets

This task will likely constitute the majority of work under this work assignment.

Contractor shall continue to support RPS projects in Pennsylvania and other areas, with the likelihood of supporting projects in other areas or states as additional funding allows.

All potentially involved state names cannot be identified at this time; however, when available they will be provided via written technical direction from the EPA WACOR.

This task is not likely to exceed 50% of the LOE under this work assignment.

Components of this task follow the standard steps in RPS database and tool development and tech transfer to states as described on the RPS website, and briefly summarized below:

Task 5a: RPS Project Kickoff

This Task is project-specific, meaning that it is repeated for each RPS project (e.g., state or other projects). The contractor shall support RPS project initiation activities as described on the RPS website (Reference PWS Section A: Background) in steps 1 and step 2 (through 'select candidate indicators'). EPA only may identify states or other clients for which RPS project support shall occur. The Contractor shall be responsible for arranging and carrying out project kickoff elements as described. Typically the kickoff phase involves EPA, contractor and state involvement in:

- One to two conference calls and supporting email dialogue to plan a kickoff event;
- Preparation of agenda, handouts and available boilerplate presentation materials;
- Contractor travel for an RPS expert and GIS expert to a state hosted location;
- A day-long project kickoff meeting to overview the project, identify all possible RPS applications of interest to the state, and identify relevant recovery potential metrics and data sources;
- Processing of meeting notes into an RPS applications list and RPS candidate metrics spreadsheet; and
- Follow-up communications as needed to share and refine above materials.

Task 5a Deliverables (per project):

5a1. Kickoff meeting prep materials package

5a2. Facilitated onsite kickoff meeting

5a3. State candidate metrics and planned RPS applications, from meeting

Date Due: incrementally until June 30, 2016

TASK 5b: Recovery Potential Metrics Compilation

This Task is project-specific meaning that it is repeated for each RPS project (e.g., state or other projects) identified by the WACOR through written Technical Direction. Based on the information gathered in Task 5a, for each RPS project the contractor shall continue to support RPS project steps 2 through 4 as detailed online. This Task is usually the bulk of effort in any RPS project, and involves substantial interaction with state and other data source owners, communication to finalize how specific indicators will be measured (may

involve 2 or more iterations of an indicators status spreadsheet while under development), and substantial time measuring and compiling indicators into a master RPS database file. The RPS database shall be a geospatial database in file formats supported by EPA and the state client (e.g., ESRI file geodatabase). The contractor shall document all assumptions and methods used in measuring indicators. At any point during development, the draft master attributes file (RPS indicator values for all watersheds being screened) shall be available in spreadsheet format upon request for circulation among project participants. Under this Task, all candidate metrics identified in Task 5a should eventually be compiled, altered, or rejected, with WACOR approval. Near or at this completion stage, the contractor shall also demonstrate the RPS scoring tool using one or more example applications of interest and a selection of appropriate metrics available for the state, providing this to EPA and the state as a first demonstration of the draft RPS database. Note that compilation of indicator data may occur at different watershed scales (e.g. HUC8, HUC12, catchment) and across different types of geographic areas (e.g., lower 48 states, single states, EPA regions, tribal or other lands) as directed by the WACOR.

Task 5b Deliverables (per project):

5b1. RPS indicators status spreadsheet;

5b2. RPS metrics master database file (attributes spreadsheet);

5b3. Assumptions and methods used in measuring RPS metrics;

5b4. Initial RPS scoring demonstration for client state

Date Due: incrementally until June 30, 2016

TASK 5c: RPS Workshop and Tech Transfer

This Task is project-specific meaning that it is repeated for each RPS project (e.g., state or other projects) identified by the WACOR through written Technical Direction. At the point of RPS database completion or near-completion, a tech transfer workshop shall be arranged and carried out by the contractor in coordination with EPA and the state participants, as an onsite, two-day event. This event reconvenes the participants in the state kickoff meeting to:

- Present the database developed from their kickoff specifications;
- Refresh the RPS techniques and applications of interest to the state;
- Carry out and personally assist hands-on training exercises using state RPS data;
- Archive all state applications files (screening purpose, indicators selected, weights, watersheds screened, results files including scoring spreadsheets, bubble plots and maps) carried out during workshop exercises – delivered to EPA WACOR;
- Compile a follow-up summary of the workshop transmitting files of interest (e.g., RPS products from workshop exercises, any follow-up actions) to participants.

The transfer workshop shall also identify opportunities for a last round of data compilation or applications assistance that may help the state apply RPS. These additional data development tasks may be authorized by the WACOR through written

Technical Direction only. All project materials, including source datasets, indicator values, GIS models, data tables, and related metadata and documentation, shall be made available to both the state and to EPA via FTP. When the project is considered essentially complete according to the WACOR, the contractor shall copy the entire file geodatabase (or other format approved by WACOR) to the EPA and the state.

Task 5c Deliverables (per project):

5c1. Workshop materials package development;

5c2. Facilitated onsite two-day workshop;

5c3. Archived workshop applications files;

5c4. Follow-up workshop summary;

5c5. Transfer of RPS file geodatabase and supporting metadata to EPA and state.

Date Due: incrementally until June 30, 2016

Estimated level of effort (LOE) – 729 LOE HOURS

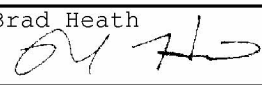
Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Surveillance Plan (see attached)

QUALITY ASSURANCE SURVEILLANCE PLAN			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.	The Contractor shall maintain contact with the EPA WACOR throughout the performance of the work assignment. The contractor shall identify to the EPA WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction documents. The contractor shall identify to the EPA WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence. The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.	EPA WACOR and Contract-Level Contracting Officer's Representative (CL-COR) (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The EPA WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The EPA WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The EPA WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.	Failure of the contractor to effectively manage the work under this work assignment and communicate problems in a timely manner is deemed unsatisfactory. Therefore failure to meet the established performance standard under this work assignment will be documented in the Past Performance evaluation input annually in the CPARS. The contractor will also be rated as "Unsatisfactory" in Business Relations
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements. The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.	The EPA CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures. The EPA CL-COR and EPA WACOR shall review the Contractor's monthly progress reports to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.	Failure of the contractor to effectively manage cost under this work assignment will be deemed unsatisfactory. Therefore failure to meet the established performance standard under this work assignment will be documented in the Past Performance evaluation input annually in the NIH Contractor Performance System. EPA will thoroughly review any overrun of the cost ceiling for this work assignment to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control situations that it could, the contractor will be rated as "Unsatisfactory" in the category of Cost Control.
Quality of Product/Services The contractor shall ensure documents developed under this work assignment are quality products that are factual and based on sound science and engineering principles.	The deliverable identified shall be developed in accordance with the cited guidance. The deliverable must not contain any factual errors. The contractor's analyses shall be logical, consistent, and defensible.	The EPA WACOR will review the documents delivered under this work assignment.	If EPA finds factual errors that result in the need for significant re-analysis of the draft product, it will be documented and reported in the contractor's annual past performance evaluation. Further, EPA may determine that costs associated with re-analysis will be borne by the contractor.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-02				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name Recovery Potential Support				
Contractor TETRA TECH, INC.						Specify Section and paragraph of Contract SOW Sections 3.4, 4.0, 5.3				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2016 To 06/30/2016				
Comments: This Work Plan Approval incorporates a funding ceiling of \$100,000.00. The contractor shall not exceed this funding ceiling without written authorization from the Contracting Officer.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 06/30/2016										
This Action:		\$100,991.00		872						
Total:		\$100,991.00		872						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 01/20/2016		Cost/Fee \$100,991.00		LOE: 872						
Cumulative Approved:		Cost/Fee \$100,991.00		LOE: 872						
Work Assignment Manager Name Douglas Norton						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 202-566-1221				
						FAX Number:				
Project Officer Name Robert Powell						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 202-564-2108				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 513-487-2352				
						FAX Number:				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-03				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name NPDES Nutrient Training				
Contractor TETRA TECH, INC.						Specify Section and paragraph of Contract SOW See PWS				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2016 To 06/30/2016				
Comments: Work shall not commence on this work assignment until January 1, 2016.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011 To 06/30/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Danielle Stephan <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number 202-564-0759 FAX Number:			
Project Officer Name Robert Powell <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2108 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  _____ (Signature) </div> <div>12/29/2015 _____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-03**

TITLE: Support for NPDES permit writers training on Nutrient Pollution

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

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**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE
(ALTERNATE WACOR):**

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Virginia Kibler
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PERIOD OF PERFORMANCE: January 1, 2016 through June 30, 2016

BACKGROUND: Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for the implementation and oversight of the National Pollutant Discharge Elimination System (NPDES) permit program. This program regulates point source discharges of pollutants to surface waters of the United States. To effectively implement the NPDES program, WPD develops national regulations, policies, and guidance, and supports the Environmental Protection Agency (EPA), Regions, Tribes, and States. WPD also provides technical support to the regulated community in assuring compliance with the Clean Water Act (and other statutes as they relate to the NPDES program). Development and implementation of training, guidance and outreach/communication tools are essential activities conducted by WPD to ensure the NPDES program effectively and efficiently achieves programmatic goals and protects water quality.

Nutrient pollution consists of excess contributions of nitrogen and phosphorus to the Nation's surface waters and has consistently ranked as one of the top causes of degradation in U.S. waters for more than a decade. Excess nitrogen and phosphorus lead to significant water quality problems including harmful algal blooms, hypoxia and declines in wildlife and wildlife habitat; as recently seen in places like the Gulf of Mexico and Chesapeake Bay.

Current approaches developed to address permitting for toxic pollutants do not fully address the issues associated with developing nutrient permit limits that protect water quality standards. Many waterbodies do not have numeric criteria for nutrients. The effects of nutrient pollution are widespread and the sources are from both, point and non-point sources. Permitting authorities are often faced with a daunting task of protecting water quality, especially on impaired waters where no TMDL has been developed. To assist permit writers in determining how to develop permit limits for nutrient pollutants under such conditions, EPA is developing a document and training materials.

OBJECTIVE: The objective of this work assignment is to provide technical support to EPA in its continued efforts to develop training materials, case studies and outreach/communication activities as they relate to nutrient criteria implementation. The target audience is NPDES permit writers and other key NPDES program stakeholders, such as regulated point source dischargers.

As outlined above, technical support will include the development of case studies and supporting training materials that promote implementation of nutrient criteria, building off of current permitting guidances including but not limited to, the Technical Support Document for Water Quality-based Toxics Control (1991), the U.S. EPA NPDES Permit Writers' Manual, Watershed-based NPDES Permitting Technical Guide, and Water Quality Trading Toolkit for Permit Writers. Technical support will also include the creation of materials that will be used to train state and EPA NPDES permit writers and a related document that may serve as a resource for permit writers and other stakeholders. Lastly, support will also entail assisting EPA in informing, educating, and involving key NPDES program stakeholders and permit writers on issues affecting implementation of the NPDES program as it pertains to nutrient pollution.

TASKS

Task 1: Support and Participate in Workgroup and Work planning Meetings

The contractor shall participate in up to 20 workgroup meeting/conference calls lasting up to 2 hours with the EPA WACOR and key stakeholders to discuss the training materials and related document and workgroup comments. The contractor shall also participate in up to 8 work planning meetings with the EPA WACOR, program experts and workgroup members. EPA will schedule and initiate each call or meeting. For each conference call, the contractor shall facilitate and provide technical subject matter expertise to these discussions.

Deliverables: Attendance at all calls

Task 2: Analyze and Compile Effluent Data on Nutrient Pollution

The contractor shall pull data on any parameter code related to nutrient pollution for all 50 states and major territories from the Integrated Compliance Information System (ICIS-NPDES). The contractor shall deliver up to 20 reports that summarize trends in the permit limit data with focus on permit limit characteristics and monitoring requirements for individual permits and general permits.

The requirements of each report will be provided through written technical direction from the EPA WACOR and deliverables will be due 14 working days after technical direction is given.

The contractor shall analyze available data ICIS-NPDES for the following data field for individually and General Permitted Dischargers:

- Permit Region Code
- Permit State Code
- Permit Type Desc
- Permit Type Category
- NPDES ID
- Curr. Major Minor Status
- Permit Name
- Facility Name
- Facility City
- Facility State
- Facility Zip
- RAD Water Body Name
- HUC Code
- State Water Body
- State Water Body Name
- Permit Status Desc
- Effective Date
- Issue Date
- Expiration Date
- Termination Date
- Perm Feature Type Desc
- Perm Feature Desc
- Perm Feature ID
- Limit Set Designator
- Limit Set Name
- Limit Set Type Desc
- Change of Limit Status Desc
- Limit Start Date
- Limit End Date
- Parameter Code
- Parameter Desc
- Monitoring Location Code
- Monitoring Location Desc
- Limit Season ID
- All Months Limit Applies - Short
- Limit Type Code
- Limit Frequency of Analysis Desc
- Limit Sample Type Desc
- Limit Unit Short Desc
- Limit Value Type Code
- Limit Value Consolidation
- Statistical Base Short Desc
- Limit Value Qualifier Code

Raw data reports for individual and general permitted facilities should be provided to EPA in separate files.

In addition to data pulled from ICIS-NPDES, EPA WACOR has been working to pull equivalent data from the EPA's Discharge Monitoring Report (DMR) Pollutant Loadings tool. The purpose of this data pull is to compare data pulled directly from ICIS-NPDES with data pulled from the Loadings tool to see

if they are the same. The contractor may need to use data pulled from ICIS-NPDES and compare with data from the DMR loadings tool. EPA WACOR has developed a protocol for pulling data from DMR loadings tool and will provide to the Contractor if any data pulls are necessary from DMR loadings tool. The requirements for this analysis will be provided through written technical direction from the EPA WACOR and deliverables will be due 30 working days after technical direction is given. The loadings tool can be found at: <http://cfpub.epa.gov/dmr/>

Deliverables:

	Deliverable	Due by
1	Nutrient permitting data analysis report from ICIS-NPDES	Within 14 days of receipt of Technical Direction from the EPA WACOR
2	Nutrient permitting data analysis report/comparison with ICIS-NPDES data from EPA's DMR Loadings tool.	Within 30 days of receipt of Technical Direction from the EPA WACOR

Task 3: Support the Development of Training Materials

Development and Update of Training materials: The contractor shall provide technical and administrative support for the development and review of training materials. The contractor shall provide document production support including drafting technical components, editing existing text or text provided by stakeholders, creating graphics to illustrate aspects of WQBEL development/WQS implementation, and formatting the supporting document and, when necessary, the training materials using appropriate desktop publishing software. The contractor shall format the graphics and text of the training materials so that the “look and feel” is consistent with the “US EPA NPDES Permit Writers’ Course,” respectively.

The contractor shall support the development of training materials building off the materials developed for the pilot under EPA CONTRACT NO. EP-C-11-009 Work Assignment 2-03 thru 4-03 to will support up to three additional training efforts. The contractor shall facilitate collection of, compile, summarize and provide initial draft responses to comments on training materials. EPA will review and identify comments to be incorporated into the supporting document. The contractor shall incorporate EPA's comments and edits into the training materials. For planning purposes the contractor shall assume up to 5 drafts of training materials.

Deliverables:

	Deliverable	Due by
1	Draft training materials and distribute electronically to the individuals identified by the EPA WACOR.	Up to 30 days after receipt of EPA WACOR comments

2	The contractor shall prepare each iteration of the training materials and will distribute them electronically to the individuals identified by the EPA WACOR.	Up to 30 days after receipt of EPA WACOR comments
3	The contractor shall incorporate edits based on comments from the Workgroup, etc., to the draft training materials, as requested by the EPA WACOR.	Up to 30 days after receipt of compilation of comments from the EPA WACOR
4	The contractor shall prepare revised draft training materials based on comments, as requested by the EPA WACOR.	Up to 30 days after receipt of EPA WACOR comments
5	The contractor shall prepare final draft training materials for the second pilot of the training, as requested by the EPA WACOR	Up to 30 days after receipt of EPA WACOR comments
7	The contractor shall prepare revised draft training materials based on comments based on the second pilot training, as requested by the EPA WACOR.	Up to 30 days after receipt of EPA WACOR comments
8	The contractor shall prepare final draft training materials for the third pilot of the training, as requested by the EPA WACOR	Up to 30 days after receipt of EPA WACOR comments

Deliverables:

1	The contractor shall prepare final training materials for public release on EPA's website, as requested by the EPA WACOR	Up to 30 days after receipt of EPA WACOR comments
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Task 4: Support for Implementing the NPDES Permit Writer's Training Course on Nutrient Pollution

The contractor shall provide support for two 2-3 day NPDES permit writer courses and one 1-day course on Nutrient pollution within the period of performance. The Contractor shall provide technical and logistical support (see specific activities listed below) for developing and presenting at the courses.

For planning purposes, the Contractor shall assume the 2-3 day courses will be limited to 50-60 participants and tentatively be held in the following locations:

1. Sacramento, CA at State Regional Board office or a Hotel in Downtown Sacramento
2. Albany, NY at either the State Department of environmental Conservation, or Hotel in Downtown Albany

Final Locations may be changed by technical direction from the WACOR.

The Contractor shall provide the following support for these courses:

- **Pre-course:** The Contractor shall support the EPA by conducting pre-course planning and administrative activities such as: course scheduling, including identifying and securing suitable meeting facilities, setting up and conducting registration activities, preparing and shipping course materials, and identifying and completing necessary revisions to course materials. For planning purposes, the contractor should investigate securing space in a hotel in downtown Sacramento and Albany hotels and investigating whether there is available State or Federal meeting space will be provided at no cost for all of the planned courses.
- **Instructor(s):** The Contractor shall provide one qualified instructor to conduct the NPDES Permit Writers' Training Course on Nutrient Pollution. Instructors will utilize the materials developed under Task 3. A resume presenting each proposed instructor's knowledge and experience in the NPDES program and/or related experience that warrants consideration shall be provided with the work plan. The instructors selected by the contractor and approved by EPA for a given course shall participate in two one-hour technical and logistical conference calls with the EPA WACOR and other EPA or State instructors to discuss and coordinate training needs for each course offering.
- **Post Training Support:** Within 15-days following the completion of each course, the contractor shall develop and provide to EPA a summary report on the quality, usefulness, and presentation of the training based on comments provided by course participants as reported on a course evaluation form provided by the EPA WACOR. The contractor shall distribute certificates of completion to course participants at the end of each workshop.

For planning purposes, the Contractor shall assume the one-day course will be held in Washington DC and be limited to 10-15 participants from External stakeholders and EPA headquarters staff. The contractor shall provide the following support:

- **Pre-course:** The Contractor shall support the EPA by conducting pre-course planning and administrative activities such as: course scheduling, including identifying and securing suitable meeting facilities, setting up and conducting registration activities, preparing and shipping course materials, and identifying and completing necessary revisions to course materials. For planning purposes, the contractor should Federal meeting space will be provided at no cost for this course.
- **Instructor(s):** The Contractor shall provide one qualified instructor to conduct the NPDES Permit Writers' Training Course on Nutrient Pollution. Instructors will utilize the materials developed under Task 3. A resume presenting each proposed instructor's knowledge and experience in the NPDES program and/or related experience that warrants consideration shall be provided with the work plan. The instructors selected by the contractor and approved by EPA for a given course shall participate in two one-hour technical and logistical conference calls with the EPA WACOR and other EPA or State instructors to discuss and coordinate training needs for each course offering.

	Deliverable	Due by
1	Summary of participant feedback and distribution of completion certificates for each course	Within 15 days after course completion

ESTIMATED LEVEL OF EFFORT:

EPA estimates the additional level of effort ordered in this PWS is 835 hours.

REPORTING:

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the EPA WACOR to advise the WACOR of progress and problems. All documents shall be delivered in a format compatible with Microsoft Office 2013, HTML, and/or PDF format, as requested by the EPA WACOR. The contractor shall notify the EPA WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the EPA WACOR. The contractor shall not release information or comments on works performed under this work assignment without the EPA WACOR's prior written authorization. Wherever practicable, any written materials submitted to EPA must be doubled-sided and on recycled paper. Any computer disks submitted to the EPA WACOR shall be scanned for and identified as free from viruses.

ANTICIPATED TRAVEL REQUIREMENTS:

This work assignment requires travel. Specifically, one contractor representative will be required to travel to two 2-3 day courses. Additionally, some limited local travel may be necessary to attend meetings with the EPA WACOR.

All out-of-town travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR).

ADDITIONAL REQUIREMENTS:

Upon issuance of written technical direction, the contractor shall submit for inspection all work in progress at any time under this work assignment. The contractor shall develop and maintain files supporting each task. The contractor shall contact the EPA Contract-Level Contracting Officer's Representative (CL-COR) and/or WACOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the EPA CL-COR and the WACOR.

CONTRACTOR IDENTIFICATION:

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS:

Quality Assurance Project Plan (QAPP)

A quality assurance project plan (QAPP) is not required for Tasks 1, 3, and 4 of this work assignment. However, Task 2 will require a Quality Assurance Project Plan (QAPP) which outlines the contractor's decision criteria that the contractor used in making recommendations to the EPA WACOR for developing EPA Nutrients NPDES training materials and the supporting document that will be used by EPA Regions and NPDES States to develop WQBELs for discharges of nutrient pollutants. The decision criteria will document how and provide the bases for the criteria that the contractor used to select various case studies, public information or other secondary data. The decision criteria and the contractor's approach for supporting EPA's development of the draft training materials and supporting document should also define the technical bases or principles used by the contractor in providing expert technical recommendations to the EPA WACOR concerning the development of the training materials and supporting document. The contractor shall refer all policy related questions to EPA. The contractor shall provide QAPP for tasks 2, within 15 days of receipt of work assignment.

The sources of the information collected by the contractor for EPA are primarily from publicly available information sources and considered secondary data. The data quality objective for this information is that the case studies factually represent the information contained in the source documentation. These case studies do not directly support any decisions being made by EPA but may provide background on successful implementation approaches which will be factored in when developing the draft EPA NPDES Nutrients guidance.

Organizational Conflict of Interest

The contractor shall warrant that, to the best of the contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-COR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. Subcontractors and consultants must adhere to EPA-approved security plans which describe procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data

without the written direction of the WACOR.

Conference/Meeting Guideline and Limitations

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-03				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name NPDES Nutrient Training				
Contractor TETRA TECH, INC.						Specify Section and paragraph of Contract SOW See PWS				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2016 To 06/30/2016				
Comments: This Work Plan Approval incorporates a funding ceiling of \$70,000.00. The contractor shall not exceed this funding ceiling without written authorization from the Contracting Officer.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
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2										
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 06/30/2016										
This Action:		\$124,285.00		835						
Total:		\$124,285.00		835						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 01/20/2016		Cost/Fee \$124,285.00		LOE: 835						
Cumulative Approved:		Cost/Fee \$124,285.00		LOE: 835						
Work Assignment Manager Name Danielle Stephan						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 202-564-0759				
						FAX Number:				
Project Officer Name Robert Powell						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 202-564-2108				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 513-487-2352				
						FAX Number:				

Work Assignment Form. (WebForms v1.0)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 5-03																																																																		
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002																																																																		
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Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW See PWS																																																																		
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Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div> _____ (Signature) </div> <div>10/31/2016 _____ (Date)</div> </div>		Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:																																																																		

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-03
AMENDMENT 2**

TITLE: Support for NPDES permit writers training on Nutrient Pollution

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Danielle Stephan
U.S. Environmental Protection Agency
Office of Wastewater Management Water Permits Division (4203M)
Washington, DC 20460
W: 202-564-0759 F: 202-564-9544
Email: stephan.danielle@epa.gov

**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (ALTERNATE WACOR):**

Nizanna Bathersfield
U.S. Environmental Protection Agency
Office of Wastewater Management Water Permits Division (4203M)
Washington, DC 20460
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Email: bathersfield.nizanna@epa.gov

Virginia Kibler
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Washington, DC 20460
W: 202-564-0596 F: 202-564-9544
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PERIOD OF PERFORMANCE: July 1, 2016 through December 31, 2016

BACKGROUND

Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for the implementation and oversight of the National Pollutant Discharge Elimination System (NPDES) permit program. This program regulates point source discharges of pollutants to surface waters of the United States. To effectively implement the NPDES program, WPD develops national regulations, policies, and guidance, and supports the Environmental Protection Agency (EPA), Regions, Tribes, and States. WPD also provides technical support to the regulated community in assuring compliance with the Clean Water Act (and other statutes as they relate to the NPDES program). Development and implementation of

training, guidance and outreach/communication tools are essential activities conducted by WPD to ensure the NPDES program effectively and efficiently achieves programmatic goals and protects water quality.

Nutrient pollution consists of excess contributions of nitrogen and phosphorus to the Nation's surface waters and has consistently ranked as one of the top causes of degradation in U.S. waters for more than a decade. Excess nitrogen and phosphorus lead to significant water quality problems including harmful algal blooms, hypoxia and declines in wildlife and wildlife habitat; as recently seen in places like the Gulf of Mexico and Chesapeake Bay.

Current approaches developed to address permitting for toxic pollutants do not fully address the issues associated with developing nutrient permit limits that protect water quality standards. Many waterbodies do not have numeric criteria for nutrients. The effects of nutrient pollution are widespread and the sources are from both, point and non-point sources. Permitting authorities are often faced with a daunting task of protecting water quality, especially on impaired waters where no TMDL has been developed. To assist permit writers in determining how to develop permit limits for nutrient pollutants under such conditions, EPA is developing a document and training materials.

OBJECTIVE

The objective of this work assignment is to provide technical support to EPA in its continued efforts to develop training materials, case studies and outreach/communication activities as they relate to nutrient criteria implementation. The target audience is NPDES permit writers and other key NPDES program stakeholders, such as regulated point source dischargers.

As outlined above, technical support will include the development of case studies and supporting training materials that promote implementation of nutrient criteria, building off of current permitting guidances including but not limited to, the Technical Support Document for Water Quality-based Toxics Control (1991), the U.S. EPA NPDES Permit Writers' Manual, Watershed-based NPDES Permitting Technical Guide, and Water Quality Trading Toolkit for Permit Writers. Technical support will also include the creation of materials that will be used to train state and EPA NPDES permit writers and a related document that may serve as a resource for permit writers and other stakeholders. Lastly, support will also entail assisting EPA in informing, educating, and involving key NPDES program stakeholders and permit writers on issues affecting implementation of the NPDES program as it pertains to nutrient pollution.

TASKS

Task 1: Support and Participate in Workgroup and Work planning Meetings

The contractor shall participate in up to 20 workgroup meeting/conference calls lasting up to 2 hours with the WACOR and key stakeholders to discuss the training materials and related

document and workgroup comments. The contractor shall also participate in up to 8 work planning meetings with the WACOR, program experts and workgroup members. EPA will schedule and initiate each call or meeting. For each conference call, the contractor shall facilitate and provide technical subject matter expertise to these discussions.

Deliverables: Attendance at all calls

Task 2: Analyze and Compile Effluent Data on Nutrient Pollution

The contractor shall pull data on any parameter code related to nutrient pollution for all 50 states and major territories from the Integrated Compliance Information System (ICIS-NPDES). The contractor shall deliver up to ~~20~~ 40 reports that summarize trends in the permit limit data with focus on permit limit characteristics and monitoring requirements for individual permits and general permits.

The requirements of each report will be provided through written technical direction from the WACOR and deliverables will be due 14 ~~working~~ days after technical direction is given.

The contractor shall analyze available data ICIS-NPDES for the following data field for individually and General Permitted Dischargers:

- Permit Region Code
- Permit State Code
- Permit Type Desc
- Permit Type Category
- NPDES ID
- Curr. Major Minor Status
- Permit Name
- Facility Name
- Facility City
- Facility State
- Facility Zip
- RAD Water Body Name
- HUC Code
- State Water Body
- State Water Body Name
- Permit Status Desc
- Effective Date
- Issue Date
- Expiration Date
- Termination Date
- Perm Feature Type Desc
- Perm Feature Desc
- Perm Feature ID
- Limit Set Designator
- Limit Set Name
- Limit Set Type Desc
- Change of Limit Status Desc
- Limit Start Date
- Limit End Date
- Parameter Code
- Parameter Desc
- Monitoring Location Code
- Monitoring Location Desc
- Limit Season ID
- All Months Limit Applies - Short
- Limit Type Code
- Limit Frequency of Analysis Desc
- Limit Sample Type Desc
- Limit Unit Short Desc
- Limit Value Type Code
- Limit Value Consolidation
- Statistical Base Short Desc

- Limit Value Qualifier Code

Raw data reports for individual and general permitted facilities should be provided to EPA in separate files.

In addition to data pulled from ICIS-NPDES, WACOR has been working to pull equivalent data from the EPA's Discharge Monitoring Report (DMR) Pollutant Loadings tool. The purpose of this data pull is to compare data pulled directly from ICIS-NPDES with data pulled from the Loadings tool to see if they are the same. The contractor may need to use data pulled from ICIS-NPDES and compare with data from the DMR loadings tool. WACOR has developed a protocol for pulling data from DMR loadings tool and will provide to the Contractor if any data pulls are necessary from DMR loadings tool. The requirements for this analysis will be provided through written technical direction from the WACOR and deliverables will be due 30 working days after technical direction is given. The loadings tool can be found at: <http://cfpub.epa.gov/dmr/>

At the end of the performance period, the contractor shall deliver any databases and or spreadsheets used to process raw data from ICIS and/or the loadings tools to create any summary or analysis data charts to the WACOR.

Deliverables:

	Deliverable	Due by
1	Nutrient permitting data analysis report from ICIS-NPDES	Within 14 days of receipt of Technical Direction from the WACOR
2	Databases/spreadsheets used to process raw data from ICIS into data reports	By the end of the performance period
3	Nutrient permitting data analysis report/comparison with ICIS-NPDES data from EPA's DMR Loadings tool.	Within 30 days of receipt of Technical Direction from the WACOR

Task 3: Support the Development of Training Materials

The contractor shall provide technical and administrative support for the development and review of up to ~~3~~ ² trainings 2 in person trainings and 1 online training.

Development and Update of Training materials for in person trainings: The contractor shall provide document production support including drafting technical components, editing existing text or text provided by stakeholders, creating graphics to illustrate aspects of WQBEL development/WQS implementation, and formatting the supporting document and, when necessary, the training materials using appropriate desktop publishing software. The contractor shall format the graphics and text of the training materials so that the "look and feel" is consistent with the "US EPA NPDES Permit Writers' Course," respectively. The contractor shall adapt ~~building off the~~ materials developed for the pilot under EPA CONTRACT NO. EP-C-11-009 Work Assignment 2-03 thru 4-03 for in person trainings. These materials will support up to three additional training efforts.

Development of materials for the Online Training: The contractor shall modify the materials developed for the in person training, so that they lend themselves to an online version of the training. The contractor shall modify existing module structure, develop draft scripts for all modules, develop test questions, and research how training materials will be displayed in an online program. In developing the draft scripts and overall online structure, the contractor shall facilitate collection of, compile, summarize and provide draft responses to comments on training materials. EPA will review and identify comments to be incorporated into the supporting document. The contractor shall incorporate EPA's comments and edits into the training materials. The contractor shall participate in up to 3 one-day working sessions to finalize draft scripts. Upon completion of the working session with WACOR, the contractor shall incorporate comments into the draft training materials and finalize the scripts and training slides. Theses shall be completed on or before October 31, 2016 and delivered to the WACOR for review. For planning purposes the contractor shall assume up to 5 drafts of training materials.

Deliverables:

	Deliverable	Due by
1	Draft training materials and distribute electronically to the individuals identified by the WACOR.	Up to 30 days after receipt of WACOR comments
2	The contractor shall prepare each iteration of the training materials and will distribute them electronically to the individuals identified by the WACOR.	Up to 30 days after receipt of WACOR comments
3	The contractor shall incorporate edits based on comments from the Workgroup, etc., to the draft training materials, as requested by the WACOR.	Up to 30 days after receipt of compilation of comments from the WACOR
4	The contractor shall prepare revised draft training materials based on comments, as requested by the WACOR.	Up to 30 days after receipt of WACOR comments
5	The contractor shall prepare final draft training materials for the second pilot of the training, as requested by the WACOR.	Up to 30 days after receipt of WACOR comments
7	The contractor shall prepare revised draft training materials based on comments based on the second pilot training, as requested by the WACOR.	Up to 30 days after receipt of WACOR comments
8	The contractor shall prepare final draft training materials for the third pilot of the training, as requested by the WACOR	Up to 30 days after receipt of WACOR comments
9	The contractor shall restructure training materials for web-based training and provide draft materials to WACOR for review COMPLETED	Up to 30 days after receipt of WACOR comments

10	The contractor shall develop draft scripts for each of the web-based training modules and provide draft materials to WACOR for review	Up to 30 days after receipt of WACOR comments
11	The contractor shall participate in training EPA staff to teach all module for the online training.	Up to 3 -one day working sessions to be scheduled after WACOR approves draft scripts
12	The contractor shall prepare final scripts for each of the web-based training modules and provide final materials to WACOR for review	On or before October

Task 4: Support for Implementing the NPDES Permit Writer's Training Course on Nutrient Pollution

The contractor shall provide implementation support ~~up to 3 trainings~~ up to 2 in person trainings and 1 online training.

Implementation of in person training (3-day course): The contractor shall provide support for ~~up to two~~ one 3 day NPDES permit writer courses ~~and one 1-day course on~~ Nutrient pollution within the period of performance. The Contractor shall provide technical and logistical support (see specific activities listed below) for developing and presenting at the courses. Locations may be changed by technical direction from the WACOR.

Note: No location has been identified yet for these courses. The course had originally been scheduled for Albany, NY but was cancelled due to low attendance numbers. No reschedule has been identified yet.

~~For planning purposes, the Contractor shall assume the 2 3 day courses will be limited to 50-60 participants and tentatively be held in the following locations:~~

- ~~1. Sacramento, CA at State Regional Board office or a Hotel in Downtown Sacramento~~
- ~~2. Albany, NY at either the State Department of environmental Conservation, or Hotel in Downtown Albany~~

The Contractor shall provide the following support for ~~these~~ this courses:

- **Pre-course:** The Contractor shall support the EPA by conducting pre-course planning and administrative activities such as: course scheduling, including identifying and securing suitable meeting facilities, setting up and conducting registration activities, preparing and shipping course materials, and identifying and completing necessary revisions to course materials. For planning purposes, the contractor should investigate securing space in a hotel in downtown Sacramento and Albany hotels and investigating whether there is available State or Federal meeting space will be provided at no cost for all of the planned courses.

- **Instructor(s):** The Contractor shall provide one qualified instructor to conduct the NPDES Permit Writers' Training Course on Nutrient Pollution. Instructors will utilize the materials developed under Task 3. A resume presenting each proposed instructor's knowledge and experience in the NPDES program and/or related experience that warrants consideration shall be provided with the work plan. The instructors selected by the contractor and approved by EPA for a given course shall participate in two one-hour technical and logistical conference calls with the WACOR and other EPA or State instructors to discuss and coordinate training needs for each course offering.
- **Post Training Support:** Within 15-days following the completion of each course, the contractor shall develop and provide to EPA a summary report on the quality, usefulness, and presentation of the training based on comments provided by course participants as reported on a course evaluation form provided by the WACOR. The contractor shall distribute certificates of completion to course participants at the end of each workshop.

Implementation of in person training (1-day course): For planning purposes, the Contractor shall assume the one-day course will be held in Washington DC and be limited to 10-15 participants from External stakeholders and EPA headquarters staff. The contractor shall provide the following support:

- **Pre-course:** The Contractor shall support the EPA by conducting pre-course planning and administrative activities such as: course scheduling, including identifying and securing suitable meeting facilities, setting up and conducting registration activities, preparing and shipping course materials, and identifying and completing necessary revisions to course materials. For planning purposes, the contractor should Federal meeting space will be provided at no cost for this course.
- **Instructor(s):** The Contractor shall provide one qualified instructor to conduct the NPDES Permit Writers' Training Course on Nutrient Pollution. Instructors will utilize the materials developed under Task 3. A resume presenting each proposed instructor's knowledge and experience in the NPDES program and/or related experience that warrants consideration shall be provided with the work plan. The instructors selected by the contractor and approved by EPA for a given course shall participate in two one-hour technical and logistical conference calls with the WACOR and other EPA or State instructors to discuss and coordinate training needs for each course offering.

Implementation of Online Training: Once WACOR indicates that draft scripts are final from Task 3, the contractor shall move training materials to an online media. The contractor shall use (unless a more efficient and compatible software is necessary) the "*Storyline*" (or comparable software) presentation development software. The WACOR will work with the contractor to develop the opening remarks or introduction which will be part of the on-line course as well as the EPA required written disclaimer statements which will both appear on screen and be read by one of the course instructors.

The contractor shall incorporate a test module into the “storyline” software for WACOR and other EPA instructors to review before incorporating all other modules. Once WACOR has approved the test module, the contractor shall incorporate the remaining modules.

Using the “storyline” (or comparable) software, the contractor shall develop an automated “*Certificate of Completion*” to be provided to users that successfully complete the entire EPA HQ NPDES **Nutrients** course (if the latest version of the presentation development software still provides this feature).

The contractor shall assist WACOR and other EPA instructors in recording of the narration for the training. The WACOR, additional EPA instructors, and the contractor shall meet and record the final scripts for each course module. Based on previous EPA and contractor experience, EPA anticipates that up to at least two modules can be recorded during a session of a half day or possibly longer depending on the modules and because based on past experiences it may take two – three recordings for each slide in a module (the contractor should contact their colleagues who produced the previous NPDES on-line courses for session planning). In addition, as a result of the actual recording of the script it may be determined that the script may require further refinement to improve the flow of the narration or to better clarify the messaging or emphasize concepts. Once approximately four or five modules have been successfully recorded, the WACOR and the contractor may have other EPA and/or contractor staff (or EPA managers) listen to the recorded modules to make sure that the narration comes across successfully for the user and to check that the recorded script matches the written script which will appear on the on-line course as part of the 508 EPA requirements. After the recording of the narration scripts are satisfactorily corrected, the contractor shall send the WACOR the final draft version of the recordings for a final review.

The final review production step is for the contractor to establish an EPA internal only (not live) intra-agency link or site for selected EPA HQ staff and the contractor to *Beta test* the draft final on-line EPA HQ NPDES **Nutrients** on-line course prior to it being posted “live.” The WACOR working closely with the contractor will review the feedback from the Beta testing trials and revise and finalize the on-line **Nutrients** course, as necessary, for possible concept refinements for better viewer understanding, errors in the visual or narration presentations, pacing or clarity of the presentations and/or how well the automated toggles or other course exercise features work including the certificate generation. The contractor shall keep track of all comments and how they are resolved.

The contractor shall draft a fact sheet to announce the EPA NPDES **Nutrients** on-line course for use with the EPA’s communication strategy, public announcement releases (EPA Regions, states, stakeholders, EPA briefings and public meetings or workshops), and possible posting on EPA’s NPDES website with links to the on-line course.

	Deliverable	Due by
1	Summary of participant feedback and distribution of completion certificates for each in person course	Within 15 days after course completion
2	Test module in Story line	On or before October 31, 2016
3	Draft slides with narration in story line	On or before November 30, 2016
4	Final Draft slides for beta testing	Within 15 days of WACOR Technical direction
5	Summary of comments received during beta test with how each was resolved	Within 15 days of WACOR Technical direction
6	Final slide with narration ready for posting on EPA website (incl. any necessary 508 compliance considerations)	Within 30 day of EPA technical direction
7	Factsheet announcement for nutrient online training course	Within 14 days of technical direction

REPORTING:

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise the WACOR of progress and problems. All documents shall be delivered in a format compatible with Microsoft Office 2013, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, any written materials submitted to EPA must be doubled-sided and on recycled paper. Any computer disks submitted to the WACOR shall be scanned for and identified as free from viruses.

ANTICIPATED TRAVEL REQUIREMENTS:

This work assignment requires travel. Specifically, one contractor representative will be required to travel to ~~two~~ a 3 day course. Additionally, some limited local travel may be necessary to attend meetings with the WACOR.

All out-of-town travel shall be approved in advance by the CL-COR.

ADDITIONAL REQUIREMENTS:

Upon issuance of written technical direction, the contractor shall submit for inspection all work in progress at any time under this work assignment. The contractor shall develop and maintain files supporting each task. The contractor shall contact the EPA Contract-Level Contracting Officer's Representative (CL-COR) and/or WACOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the EPA CL-COR and the WACOR.

CONTRACTOR IDENTIFICATION:

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS:

1. Quality Assurance Project Plan (QAPP):

A quality assurance project plan (QAPP) is not required for Tasks 1, 3, and 4 of this work assignment. However, Task 2 will require a Quality Assurance Project Plan (QAPP) which outlines the contractor's decision criteria that the contractor used in making recommendations to the WACOR for developing EPA Nutrients NPDES training materials and the supporting document that will be used by EPA Regions and NPDES States to develop WQBELs for discharges of nutrient pollutants. The decision criteria will document how and provide the bases for the criteria that the contractor used to select various case studies, public information or other secondary data. The decision criteria and the contractor's approach for supporting EPA's development of the draft training materials and supporting document should also define the technical bases or principles used by the contractor in providing expert technical recommendations to the WACOR concerning the development of the training materials and supporting document. The contractor shall refer all policy related questions to EPA. The contractor shall provide QAPP for tasks 2, within 15 days of receipt of work assignment.

The sources of the information collected by the contractor for EPA are primarily from publicly available information sources and considered secondary data. The data quality objective for this information is that the case studies factually represent the information contained in the source documentation. These case studies do not directly support any decisions being made by EPA but may provide background on successful implementation approaches which will be factored in when developing the draft EPA NPDES Nutrients guidance.

2. Organizational Conflict of Interest:

The contractor shall warrant that, to the best of the contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract

clause 1552.209-71 Organization of Conflict of Interest.

3. Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

4. Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

5. Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the CL-COR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

6. Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or

financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

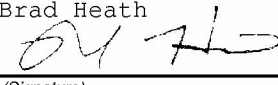
All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. Subcontractors and consultants must adhere to EPA-approved security plans which describe procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

7. Conference/Meeting Guideline and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-03				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 12/31/2016			Title of Work Assignment/SF Site Name				
			Base Option Period Number 5			NPDES Nutrient Training				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out					Period of Performance					
<input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding										
<input checked="" type="checkbox"/> Work Plan Approval					From 07/01/2016 To 12/31/2016					
Comments: This Work Plan Approval incorporates Amendment 2.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$124,285.00		LOE: 835						
01/01/2011 To 12/31/2016										
This Action:		\$92,617.00		698						
Total:		\$216,902.00		1,533						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 11/17/2016		Cost/Fee \$92,617.00		LOE: 698						
Cumulative Approved:		Cost/Fee \$216,902.00		LOE: 1,533						
Work Assignment Manager Name Danielle Stephan						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-0759				
						FAX Number:				
Project Officer Name Robin Danesi						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2352				
						FAX Number:				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-05				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name Wet Weather Pollution Control				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2016 To 06/30/2016				
Comments: Work shall not commence on this work assignment until January 1, 2016.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
01/01/2011 To 06/30/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Mohammed Billah <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number 202-564-2228 FAX Number:			
Project Officer Name Robert Powell <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2108 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  (Signature) </div> <div>12/29/2015 (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-05**

TITLE: Support for Implementation of Wet Weather Pollution Control Programs

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE
(WACOR):**

Mohammed Billah
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 564-2228
billah.mohammed@epa.gov

**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (ALTERNATE WACOR):**

Jamie Piziali
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 564-1709
piziali.jamie@epa.gov

PERIOD OF PERFORMANCE: January 1, 2016 through June 30, 2016

OBJECTIVES:

This Work Assignment provides support to various wet weather programs including stormwater, green infrastructure, combined sewer overflows (CSO), and sanitary sewer overflows (SSO) for the WPD. It includes stormwater and green infrastructure website support, stormwater outreach, stormwater program development support, SSO/peak flows support, integrated planning, and support for the stormwater rulemaking effort. During the period of performance contractor, under this Work Assignment, shall continue to provide technical support to maintain and improve the NPDES website and ensure compliance with Agency standards.

TASKS:

TASK 1: NPDES WEBSITE MAINTENANCE AND CONTENT SUPPORT

EPA is in the process of migrating the current NPDES website from CommonSpot (<http://water.epa.gov/polwaste/npdes/>) and into Drupal. The organization of the current NPDES website is being redesigned to address the major purpose, audiences, and tasks of the website users.

The following subtasks are to support the specific program area(s) in the routine maintenance of the current NPDES content in CommonSpot and to provide technical, or other, support to update, edit or draft program area content in accordance with OneEPA Web guidelines for Drupal, or other specifications as provided by the EPA WACOR and/or Alt WACOR.

SUBTASK 1A: NPDES Website Maintenance for Wet Weather Programs

The contractor shall provide routine maintenance support for designated NPDES program areas and provide technical support and upgrades for website applications, as needed, for the NPDES website.

The contractor shall provide routine maintenance by updating and maintaining current CommonSpot webpages and developing, editing, and posting PDF files. Routine maintenance may include, but is not limited to, posting content under Recent Additions or Current Issues; adding or updating links; and the creation, development and posting of multimedia content such as text, audio, video, and images. Web page content and other information such as EPA contact information, FAQs, publications and links will be provided by EPA.

When maintaining the NPDES website, the contractor shall adhere to the following:

- Content and publications added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.
- All active and archived content shall be searchable by key word via EPA's Search Engine.
- Use of the current framework and structure of the NPDES website, until EPA provides a new template to be implemented.
- Work with EPA's National Computer Center (NCC) to move updated files to the production server, as appropriate.
- The metadata for each publication shall be stored in the database and displayed on the Publications pages.
- Audio files shall be created and compressed to EPA's current format (.mp3) and any new audio formats as they become available to facilitate the publishing of live audio stream.

- Multimedia image files that accompany text shall be produced and/or published using the OneEPA Web guidelines current format (.gif, .jpg (or .jpeg), .png). All images should include a caption that describes the image.
- New video files shall be compressed to EPA's current format (.mp4, .flv, .swf) or to new video format requirements, such as EPA's YouTube channel, as they become available (<http://www.youtube.com/user/USEPAgov>).
- The required metadata fields per EPA's web guidelines are:

HTML	PDF
Title ("DC.title")	Title
Description ("DC.description")	Description (Subject)
Publisher ("DC.creator")	Publisher (Author)
Keywords	Keywords
Channel ("DC.Subject.epachannel")	
Content Type ("DC.type")	

DELIVERABLES:

The contractor shall provide routine maintenance and technical support for the NPDES Website, specific program areas, as directed by the EPA WACOR and/or Alt WACOR. The "Recent Addition" sections shall be updated with new information. If applicable, eNOI pages shall be updated and accessible via the search engine. All new and updated website content will be approved by the EPA WACOR and/or Alt WACOR prior to the contractor publishing the content on the test server for final review and posting.

SUBTASK 1B: NPDES Website Content Support: Wet Weather Programs

The contractor shall provide support in developing new content or web page(s) for specific NPDES program areas, as requested, through technical direction by the EPA WACOR and/or Alt WACOR. The requested contractor support may include, but is not limited to, writing introductory content, editing existing content, reviewing content, identifying links, preparing new material, preparing existing materials for transfer to Drupal, or providing recommendations to reorganize content. The contractor will be provided with more specific guidance and instruction on specific support TASKs as appropriate. The contractor shall provide an LOE estimate for approval to the EPA WACOR and/or Alt WACOR before moving forward with the request.

The contractor will be provided access to the relevant portions of the WebCMS architecture tables, credentials needed to access the system, and access to the data and publications. The contractor will be provided with guidance and further instruction on how to update the website as needed.

The contractor shall provide to the EPA WACOR and/or Alt WACOR technical information and feedback on any issues that may arise during the web content support activities. The contractor

shall coordinate with EPA's WACOR and/or Alt WACOR to obtain access identification to EPA's National Computer Center (NCC), as needed, to access the NPDESPUB TSSMS account and database.

DELIVERABLES:

The development of new web content or web page(s) for specific NPDES program areas, as directed by the EPA WACOR and/or Alt WACOR. The "Recent Addition" sections shall be updated with new information. The contractor shall respond to requests from the EPA WACOR and/or Alt WACOR for support of new, edited or revised content within 3 business days either with a written response or with a level of effort to complete the request.

TASK 2 – Stormwater Outreach Support

The contractor shall support EPA in developing materials to educate stakeholders and provide assistance in developing and implementing effective stormwater programs. This support shall include the following SUBTASKs:

SUBTASK 2A – Update the National Menu of Best Management Practices (BMPs) for Stormwater Phase II (Menu of BMPs)

The contractor shall provide ongoing maintenance and enhancements to the content on the Menu of BMPs available at <http://www2.epa.gov/national-pollutant-discharge-elimination-system-npdes/national-menu-best-management-practices-bmps#edu>. For planning purposes, the contractor assumes significant revisions to approximately 2 fact sheets and development of approximately 2 new fact sheets.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the EPA WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

SUBTASK 2B – Municipal, Construction and Industrial Stormwater Permitting Outreach

The contractor shall support EPA's development and implementation of an outreach program to help ensure compliance with the requirements of EPA's municipal stormwater program, industrial stormwater program's Multi-Sector General Permit (MSGP), and the construction stormwater program's construction general permit (CGP). This plan shall include development of materials for direct mailing (by EPA), production of web materials for posting on the NPDES website or to support other key stormwater resources, and production and archiving of 8 webcasts. For planning purposes, the contractor assumes webcasts are each approximately 2 hours in length, the production of 3-4 brochures, flyers, or other short outreach materials. Webcast archiving includes developing a 508 compliant transcript, inserting the corresponding slide titles to match the timing of the transcript within the audio file, and posting online.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the EPA WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2C – Develop Stormwater Trainings

The contractor shall support EPA's development and implementation of a stormwater training program. For planning purposes, the contractor assumes the training program shall consist of approximately 2-4 one to three day workshops on various aspects of the six minimum measures, green infrastructure, green codes and ordinances, technical aspects, regulatory requirements, institutional issues, social benefits, writing better permits, and other related topics each year. The workshops shall include training based on EPA's *Getting in Step Guide for Conducting Watershed Outreach Campaigns* (EPA-841-B-03-002), the *Municipal Separate Storm Sewer System (MS4) Permit Improvement Guide* (aka MS4 Permit Improvement Guide), MS4 Permit Compendium, and other EPA guidance materials as directed, and shall emphasize proven social marketing strategies. The contractor shall work with EPA to develop power point presentations (80-100 slides each) and 25 training materials (i.e. speaker notes, student manuals). The contractor shall provide logistical support for these workshops and webcasts, including obtaining meeting rooms, equipment rentals and processing registration. The contractor assumes that two instructors are needed to teach the workshops and two instructors shall be needed for the webcasts. Support includes developing 2 power point presentations (up to 20 slides each) and 3 training materials (i.e. speaker notes, student manuals), and meeting logistical support, including obtaining meeting rooms and equipment rentals.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the EPA WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

TASK 3 – Support Stormwater Program Development

SUBTASK 3A – Municipal Program Development

The contractor shall collect, compile, analyze, and present information and data for use in supporting the development of the municipal stormwater program, including topics such as applicable regulatory requirements, permitting requirements, treatment technologies, performance information, environmental impacts, monitoring data analysis, and cost information. The contractor shall support EPA and EPA's assistance to authorized States and local municipalities in the development and implementation of municipal stormwater programs including public education and involvement, illicit discharge detection and elimination, construction, post-construction, and municipal operations. The contractor's support shall include

conducting research, preparing technical assessments and drafting permit language that shall be used in the development of state and local programs, state municipal separate storm sewer systems (MS4) permits, and local ordinances. The contractor shall assume the creation of 2-3 documents, including a Transportation Permit Guide/Compendium of permitting language specifically for Departments of Transportation. The contractor shall review and compile annual reports, permits, and SWMPs, and technical studies/reports/research in support of developing this Transportation Permit Guide/Compendium. The contractor shall also support the development of updates to existing tools and documents, including: the MS4 compendium; the permit tracking spreadsheet; model ordinances, and the stormwater report (formerly the Report to Congress, drafted by EPA).

DELIVERABLES:

Deliverables shall consist of an initial draft that is due within 30 days of EPA providing specific details via a written technical directive from the EPA WACOR, 3 drafts, and a final (or revised draft) within 30 days of receipt of EPA comment. Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 3B – GIS Maps

The contractor shall continue to update and revise the current Phase I and II Municipal Separate Storm Sewer System (MS4) coverage for each state and develop a national map of MS4 coverage areas using data both provided by EPA (including data provided by the state) and collected by the contractor and approved by the EPA WACOR. The contractor shall also compile data and update the maps to include combined sewer areas, drinking water contributing areas, future development projections, and other similar topics. The contractor shall collect designation criteria developed by the permitting authority and any schedule the state has developed for phasing-in MS4 coverage. OWM's current MS4 database shall be one source of data for the summary report.

DELIVERABLES:

The contractor shall submit GIS Maps and accompanying reports (typically 50 pages or less). The MS4 coverage map report must describe coverage for each state, highlight states that have expanded beyond urbanized area, and the state's designation criteria. For planning purposes, the contractor assumes the development of 3-4 different types of maps and 3-4 accompanying reports describing the dataset source, any data manipulation and assumptions, and general trends. Draft maps and reports are due within 3 weeks of technical direction issuance. Final maps and reports are due within 3 weeks of receipt of EPA comments on the drafts.

SUBTASK 3C – Municipal Separate Storm Sewer System (MS4) Program Cost and Pollutant Load Reductions

The contractor shall continue to update the reported costs of the Municipal Separate Storm Sewer System (MS4) Program (total cost and cost of any component of the stormwater program, i.e. six minimum measures, if available) document and determine pollutant loading reductions

associated with the MS4 program. The MS4 analysis shall include both traditional and nontraditional MS4s, including departments of transportation. The data sources for this TASK, to be collected by the contractor, include stormwater management plans, annual reports, previous cost reports (*Phase II cost analysis, California Phase I cost survey* (Jan. 2005)), MS4 data collected via the information collection request surveys, and additional reports highlighting reductions in pollutant loadings from MS4 stormwater activities. The contractor shall continue to update the literature review and document pollutant loadings and/or volume reductions associated with MS4s. In addition, the contractor shall continue to estimate the cost of the monitoring and industrial inspections components of the MS4 program in order to determine if these activities are appropriate requirements for small MS4s.

Under this task the contractor will support the development and/or completion of documents and outreach materials associated with to projects initiated under previous work assignments, including: ICR summaries, state performance standards, detention basin analyses, landscape code review, and BMP cost analyses. This work may also include support for the development of papers for submission for publication in peer reviewed literature; for the purposes of the cost estimate the contractor can assume support for one peer reviewed publication.

DELIVERABLES:

The contractor shall provide an updated draft MS4 Cost Report and MS4 Pollutant Loading Report (typically 50 pages or less) for the MS4 program within 30 days of receipt of technical direction and final reports are due within 15 days of receipt of EPA comments. EPA estimates the need for up to 3 iterations of each draft document.

SUBTASK 3D – Industrial Program Support

Tetra Tech will support EPA's implementation of the Multi Sector General Permit, including developing tools to assist with permit compliance, updating MSGP-related guidance documents, evaluating monitoring data, and other related permit issuance tasks. Tetra Tech will also assist with evaluating permittee compliance with the ESA-related requirements in the permit. In addition, Tetra Tech will provide support to EPA in developing outreach strategies and other materials. Tetra Tech assumes the creation of approximately 15 documents.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the EPA WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 3E – Construction Program Support

Tetra Tech will support EPA's implementation of the final 2012 Construction General Permit (CGP), including developing tools to assist permittees with permit compliance, updating CGP-related guidance documents, and other related permit issuance tasks. Tetra Tech will also support EPA in the reissuance of the next CGP, including collecting and compiling information and developing analyses, studies, and other supporting documentation; assisting with formatting the

permit, fact sheet, and other permit documents for general consistency; assisting with the ESA consultation; conducting a cost analysis for the permit requirements; and development a comment response database and assisting with the comment response categorization and response document. In addition, Tetra Tech will provide support to EPA in developing outreach strategies and materials to improve compliance. Specific tasks may include:

- Modify existing guidance documents (1 document approximately 50 pages in length):
 - Updated Stormwater Pollution Prevention Plan (SWPPP) Guide.
- Assist in developing and/or updating the CGP Biological Evaluation.
- Assist in development of new permit guidance materials, including:
 - Guidance for small lots.
 - Fact sheets (3 documents 5-10 pages in length) – covering selected implementation topics, such as a Permit Check-List.
- Assist in resolving technical questions and issues related to the revised Low Erosivity Waiver (LEW) calculator.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the EPA WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

TASK 4 – MS4 Remand Rule Support

The contractor shall support EPA in finalizing the remand rulemaking that is scheduled to be proposed in December 2015. This support is expected to include categorizing public comments received and drafting initial responses to public comments, conducting additional analyses to support the rulemaking effort, and formatting and technical review of the final rulemaking package. The contractor shall assume the creation of a comment response database for 150-200 public comments and the creation of 2-3 analytical documents.

DELIVERABLES:

Deliverable shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the EPA WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

TASK 5 – Integrated Planning Technical Assistance

SUBTASK 5A: Under this TASK Tetra Tech will provide technical support based on the Integrated Municipal Stormwater and Wastewater Planning Approach Framework for approximately 5 to 8 community partners. EPA will work with each recipient community to define a technical assistance project that will a) serve EPA in developing practical examples, knowledge and resources on integrated planning that can be transferred to other communities and to a national audience, and b) advance the implementation of integrated planning in the selected community. The technical assistance projects will include the development of certain elements of an integrated plan identified in the individual project workplans approved by the EPA WACOR.

The EPA WACOR will provide technical direction whenever necessary to Tetra Tech to indicate the scope and schedule of each technical assistance integrated project. Tetra Tech will develop a public outreach report or document for EPA for each technical assistance project that describes the project and highlights how the example, tool, or process can be applied to or implemented in the selected community as well as other communities.

DELIVERABLES:

Tetra Tech will deliver a draft report on each integrated project to EPA WACOR for review and comment within 4 weeks of finishing the project. Tetra Tech will deliver a final report on each integrated project within 4 weeks of receiving comments on the draft integrated project report from EPA WACOR. All final reports shall be 508 compliant. Tetra Tech shall update the website within 1 week of receiving technical direction from the EPA WACOR.

SUBTASK 5B: NPDES Website Maintenance: Tetra Tech shall provide routine maintenance and technical support (i.e. post approximately 5 to 8 reports and change content) for the NPDES integrated planning website by updating, adding, and maintaining the content of these webpages. For more detail information please see the above task 1.

TASK 6 - Wet Weather Blending Compendium

The contractor shall support EPA's development and issuance of a Compendium of wet weather treatment data for municipal sewage treatment plants that blend during wet weather conditions. The contractor will assist in identifying sewage treatment facilities that have data characterizing treatment performance during wet weather conditions and collect and compile information on wet weather treatment performance. The contractor shall conduct a literature review, which will include review of the draft "Summary of Blending Practices and the Discharge of Pollutants for Different Blending Scenarios" that the contractor prepared for EPA in 2014, information from EPA's 2014 Experts Forum on Public Health Impacts of Wet Weather Blending, and data provided by the Food and Drug Administration.

- Summary prepared for 2014 Forum
- Engineers' presentation at 2014 Forum
- Literature search
- Ask OECA and Regions for data from facilities undergoing Federal enforcement cases
- FDA

The contractor shall provide routine maintenance and technical support for the NPDES Peak Flows webpage by updating, adding, and maintaining the content of these webpages

DELIVERABLES:

The contractor shall submit a draft strategy for collecting and compiling information on wet weather treatment performance of municipal sewage treatment plants that blend during wet weather conditions within 2 weeks of receiving technical direction from EPA. The contractor will submit a draft outline of a Compendium of wet weather treatment data for municipal sewage

treatment plants within 4 weeks of receiving technical direction from EPA. The contractor will submit a draft of the compendium with 10 weeks of receiving direction from EPA. The contractor will submit a final compendium with 3 weeks of EPA providing comments on the draft compendium.

TASK 7 – General Data Analysis/Organization/Logistical Support

The contractor shall provide technical assistance to expedite the execution of major revisions and improvements to current wet weather regulations, permits, and case studies. Tasks shall include: providing summaries and analyses of data; compiling information (e.g., survey data; model evaluations) into documents as identified by work groups; providing logistical support to conference calls (securing conference lines, facilitating discussions and note task). Over the course of the performance period. The contractor assumes 5-6 short summaries/outlines for committee scope of work and 3-4 papers with expanded descriptions of data needs and analyses. EPA WACOR will be providing more specific technical direction for this task.

DELIVERABLES:

Deliverables consist of logistical support, compiled information, and draft papers. Draft short summaries/outlines are to be completed within 2-3 weeks after receiving the technical directive from the EPA WACOR. Final short summaries/outlines are to be completed 1-2 weeks after receipt of EPA comments. Draft papers and preamble text with expanded descriptions of data needs and analyses are to be completed within 2-3 weeks after receiving technical directive from the EPA WACOR. Final papers are to be completed 1-2 weeks after receipt of EPA comments.

TASK 8 – Wet Weather Data Assessment and Tracking

The Tetra Tech Team will provide support to CSO/SSO data assessment and tracking efforts, including tracking, reporting, and updating NPDES permit or enforcement orders and related information specific to CSO/SSO activities. Some specific examples of this type of data assessment and tracking are updating the number of CSO permits or enforcement orders with LTCP or other acceptable long-term CSO control plan, determining the number of LTCPs required and the submission/approval dates, status of implemented CSO control plans.

DELIVERABLES:

- Contractor shall provide the initial draft document within 16 weeks of receiving the technical direction from EPA WACOR
- Contractor shall provide the final document within four weeks of receiving comments on the draft document from EPA WACOR

TASK 9 – Developing the Quality Assurance Project Plan (QAPP)

EPA requires that all environmental data used in decision making be supported by an approved QAPP. A QAPP was previously developed, submitted, and approved for most of the tasks in this Work Assignment under Work Assignment 2-05. The contractor shall review the approved

QAPP to update it as necessary to address any changes or additional tasks within Work Assignment 3-05 that are subject to a QAPP as determined by EPA.

Incremental QAPP Development: To facilitate getting the work started as soon as practicable, the contractor and Work Assignment Contracting Officer's Representative may determine which work needs to be initiated first and the most advantageous sequence for beginning the remainder of the work. Then the contractor may develop the QAPP incrementally, and the QA Coordinator shall review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. As the contractor learns what data shall be involved, the contractor can develop the data specific portion(s) of the QAPP. Each portion of the QAPP should include a data element table.

QAPP Submittal: The contractor shall submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Before preparing the first few sections of the QAPP, the contractor should meet or confer with the WACOR and QA Coordinator to discuss developing the QAPP.

Data Quality Requirements: The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their DELIVERABLES. Descriptions of data quality requirements (DQRs) and methods for achieving these DQRs developed under this work assignment shall be added to the Office of Water DQR library for use in developing QAPPs for future projects. Such descriptions of DQRs and methods for achieving them shall be the property of EPA.

DELIVERABLES:

- A. A QAPP that describes the contractor's plan for
 - Identifying the data elements for any data-related activities, and for each of these data elements identifying either (i) the data quality requirements (DQRs) or (ii) the policy that states DQRs are not required,
 - Describing their methods for achieving the DQRs, and
 - Assuring any environmental data contained in the DELIVERABLES shall (i) be of sufficient quality for their intended primary uses and (ii) have adequate quality documentation for determining whether these data are of sufficient quality for future secondary uses.
- B. Monthly progress reports that (a) describe the contractor's progress on implementing the QAPP and resolving old data quality issues, (b) describe any new issues, and (c) provide the LOE and cost expenditures for developing the QAPP.

OTHER REQUIREMENTS:

Travel:

Travel to selected EPA regional offices, State agencies and selected municipalities shall be necessary. The travel shall be in accordance with FAR and EPAAR and shall be approved by the Contract-Level Contracting Officer's Representative (CL-COR) prior to travel.

Special Reporting Requirements:

In addition to the reporting requirements in the contract, the contractor shall track and report LOE and cost expenditures by individual TASKs and sub-TASKs in the monthly progress report. The contractor shall provide monthly cost breakdown by specific line items and make necessary adjustment as needed and suggested by EPA WACOR.

Also, the contractor shall submit brief reports on the status of the entire task within this work assignment. This report shall provide a narrative summary on the status of each task. For FY 2016, the report shall cover the effective date through June 30, 2016 and shall be submitted by June 5, 2016. For FY 2016, the report shall include task activities from October 1, 2015 through June 25, 2016 and shall be submitted by June 30, 2016.

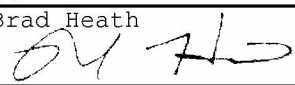
Technical Directions:

EPA WACOR will be providing technical directions as needed. Contractor shall be obligated only to the technical directions provided by the EPA WACOR.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

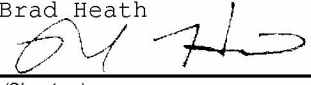
The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

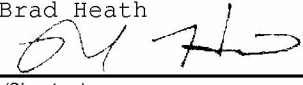
PERFORMANCE SURVEILLANCE PLAN			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of DELIVERABLES of the problems associated with the development of DELIVERABLES.	<p>The Contractor shall maintain contact with the EPA WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to DELIVERABLES not less than one week prior to the DELIVERABLES date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>EPA WACOR and CL-COR (as necessary) shall allocate the time needed to discuss and address all issues identified by the Contractor. The EPA WACOR and CL-COR shall document and maintain a complete record of the issues, agreements and outcome. The EPA WACOR and CL-COR shall review monthly progress reports for indicators of problems not previously mentioned. The EPA WACORM shall also monitor the timely receipt of DELIVERABLES. For those that are late without prior notice, the EPA shall formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA shall rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA shall rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all TASKs. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The EPA CL-COR shall routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA CL-COR and EPA WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Contracting Officer's Representative to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA shall thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor shall be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost over run of greater than 4% of the approved total work assignment funding for the current contract period, shall result in an unsatisfactory rating in the NIH Contract Performance System.</p>
Quality of Product/Services The contractor shall ensure documents developed under this TASK order are quality products that are factual and based on sound science and engineering principles.	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The EPA WACOR shall review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract shall result in an unsatisfactory rating for Quality and Manage Control being reported to the NIH Contract Performance System.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-05				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name Wet Weather Pollution Control				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 01/21/2016 To 06/30/2016					
Comments: The purpose of this Amendment 1 is to REMOVE Jamie Piziali as the Alternate Work Assignment Contracting Officer's Representative.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 01/01/2011 To 06/30/2016										
This Action: 										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Mohammed Billah <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2228 FAX Number:			
Project Officer Name Robert Powell <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2108 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  _____ (Signature) </div> <div>1/21/2016 _____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-05				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name Wet Weather Pollution Control				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval					Period of Performance From 01/21/2016 To 06/30/2016					
Comments: This Work Plan Approval incorporates a funding ceiling of \$200,000. The contractor shall not exceed this funding ceiling without written authorization from the Contracting Officer.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 06/30/2016										
This Action:		\$506,055.00		4,400						
Total:		\$506,055.00		4,400						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 01/20/2016		Cost/Fee \$506,055.00		LOE: 4,400						
Cumulative Approved:		Cost/Fee \$506,055.00		LOE: 4,400						
Work Assignment Manager Name Mohammed Billah						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-2228				
						FAX Number:				
Project Officer Name Robert Powell						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-2108				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2352				
						FAX Number:				

Work Assignment Form. (WebForms v1.0)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-05				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name Wet Weather Pollution Control				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 06/15/2016 To 06/30/2016					
Comments: The purpose of this Amendment 3 is to increase the funding ceiling by \$30,000 from \$230,000 to \$260,000. The contractor shall not exceed this funding ceiling without written authorization from the Contracting Officer.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 01/01/2011 To 06/30/2016										
This Action: 										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Mohammed Billah <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2228 FAX Number:			
Project Officer Name Robert Powell <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2108 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  _____ (Signature) </div> <div>6/15/2016 _____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-05				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000004				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 10/31/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name Wet Weather Pollution Control				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2016 To 10/31/2016					
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
01/01/2011 To 10/31/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Mohammed Billah						Branch/Mail Code:				
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-564-2228				
						FAX Number:				
Project Officer Name Robin Danesi						Branch/Mail Code:				
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
<div style="display: flex; justify-content: space-between;"> <div>  (Signature) </div> <div>8/12/2016 (Date)</div> </div>						Phone Number: 513-487-2352				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-05
AMENDMENT 4**

TITLE: Support for Implementation of Wet Weather Pollution Control Programs

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE:

Mohammed Billah
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 564-2228
billah.mohammed@epa.gov

**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE:**

Lisa Biddle
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 566-0350
biddle.lisa@epa.gov

PERIOD OF PERFORMANCE: July 1, 2016 through October 31, 2016

SPECIAL INSTRUCTION: This amendment will replace all the tasks and sub-tasks of WA 5-05. EPA is expecting the contractor to submit a Work Plan based on this amended work assignment tasks and sub-tasks only. Please communicate with the WACOR if additional information is required.

OBJECTIVES:

This Work Assignment provides support to various wet weather programs including stormwater, green infrastructure, combined sewer overflows (CSO), and sanitary sewer overflows (SSO), stormwater outreach, stormwater program development support, SSO/peak flows support, integrated planning for the WPD.

SCOPE OF WORK:

TASK 1 – Stormwater Outreach Support

The contractor shall support EPA in developing materials to educate stakeholders and provide assistance in developing and implementing effective stormwater programs. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 1B – Municipal, Construction and Industrial Stormwater Permitting Outreach

The contractor shall support EPA's development and implementation of an outreach program to help ensure compliance with the requirements of EPA's municipal stormwater program, industrial stormwater program's Multi-Sector General Permit (MSGP), and the construction stormwater program's construction general permit (CGP). This plan shall include development of materials for direct mailing (by EPA), production of web materials for posting on the NPDES website or to support other key stormwater resources, and assisting with 2 webcasts. For planning purposes, the contractor assumes webcasts are each approximately 2 hours in length, the production of 2-3 brochures, flyers, or other short outreach materials. Webcast archiving includes developing a 508 compliant transcript and inserting the corresponding slide titles to match the timing of the transcript within the audio file.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 1C – Develop Stormwater Trainings

The contractor shall support EPA's development and implementation of a stormwater training program. For planning purposes, the contractor assumes the training program shall consist of approximately 2-4 one to three day workshops on various aspects of the six minimum measures, green infrastructure, green codes and ordinances, technical aspects, regulatory requirements, institutional issues, social benefits, writing better permits, and other related topics each year. The workshops shall include training based on EPA's *Getting in Step Guide for Conducting Watershed Outreach Campaigns* (EPA-841-B-03-002), the *Municipal Separate Storm Sewer System (MS4) Permit Improvement Guide* (aka MS4 Permit Improvement Guide), MS4 Permit Compendium, and other EPA guidance materials as directed, and shall emphasize proven social marketing strategies. The contractor shall work with EPA to develop power point presentations (80-100 slides each) and 25 training materials (i.e. speaker notes, student manuals). The contractor shall provide logistical support for these workshops and webcasts, including obtaining meeting rooms, equipment rentals and processing registration. The contractor assumes that two instructors are needed to teach the workshops and two instructors shall be needed for the

webcasts. Support includes developing 2 power point presentations (up to 20 slides each) and 3 training materials (i.e. speaker notes, student manuals), and meeting logistical support, including obtaining meeting rooms and equipment rentals.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

TASK 2 – Support Stormwater Program Development

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 2A – Municipal Program Development

The contractor shall collect, compile, analyze, and present information and data for use in supporting the development of the municipal stormwater program, including topics such as applicable regulatory requirements, permitting requirements, treatment technologies, performance information, environmental impacts, stormwater long-term planning, monitoring data analysis, and cost information. The contractor shall support EPA and EPA's assistance to authorized States and local municipalities in the development and implementation of municipal stormwater programs including public education and involvement, illicit discharge detection and elimination, construction, post-construction, and municipal operations. The contractor's support shall include conducting research, preparing technical assessments and drafting permit language that shall be used in the development of state and local programs, state municipal separate storm sewer systems (MS4) permits, and local ordinances. The contractor shall assume the creation of 2-3 documents. A Transportation Permit Guide/Compendium of permitting language specifically for Departments of Transportation is to be formatted for final posting on the website. The contractor shall review and compile annual reports, permits, and SWMPs, and technical studies/reports/research in support of developing. The contractor shall also support the development of updates to existing tools and documents, including: the MS4 compendium; the permit tracking spreadsheet; model ordinances, and the stormwater report (formerly the Report to Congress, drafted by EPA).

DELIVERABLES:

Deliverables shall consist of an initial draft that is due within 30 days of EPA providing specific details via a written technical directive from the WACOR, 3 drafts, and a final (or revised draft) within 30 days of receipt of EPA comment. Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2B – GIS Maps

The contractor shall continue to update and revise the current Phase I and II Municipal Separate Storm Sewer System (MS4) coverage for each state and develop a national map of MS4 coverage areas using data both provided by EPA (including data provided by the state) and collected by the contractor and approved by the WACOR. The contractor shall also compile data and update the maps to include combined sewer areas, drinking water contributing areas, future development projections, and other similar topics. The contractor shall collect designation criteria developed by the permitting authority and any schedule the state has developed for phasing-in MS4 coverage. OWM's current MS4 database shall be one source of data for the summary report.

DELIVERABLES:

The contractor shall submit GIS Maps and accompanying reports (typically 50 pages or less). The MS4 coverage map report must describe coverage for each state, highlight states that have expanded beyond urbanized area, and the state's designation criteria. For planning purposes, the contractor assumes the development of 3-4 different types of maps and 3-4 accompanying reports describing the dataset source, any data manipulation and assumptions, and general trends. Draft maps and reports are due within 3 weeks of technical direction issuance. Final maps and reports are due within 3 weeks of receipt of EPA comments on the drafts.

SUBTASK 2C – Municipal Separate Storm Sewer System (MS4) Program Cost and Pollutant Load Reductions

The contractor shall continue to update the reported costs of the Municipal Separate Storm Sewer System (MS4) Program (total cost and cost of any component of the stormwater program, i.e. six minimum measures, if available) document and determine pollutant loading reductions associated with the MS4 program. The MS4 analysis shall include both traditional and nontraditional MS4s, including departments of transportation. The data sources for this TASK, to be collected by the contractor, include stormwater management plans, annual reports, previous cost reports (*Phase II cost analysis, California Phase I cost survey* (Jan. 2005)), MS4 data collected via the information collection request surveys, and additional reports highlighting reductions in pollutant loadings from MS4 stormwater activities. The contractor shall continue to update the literature review and document pollutant loadings and/or volume reductions associated with MS4s. In addition, the contractor shall continue to estimate the cost of the monitoring and industrial inspections components of the MS4 program in order to determine if these activities are appropriate requirements for small MS4s.

Under this task the contractor will support the development and/or completion of documents and outreach materials associated with projects initiated under previous work assignments, including: ICR summaries, state performance standards, detention basin analyses, landscape code review, and BMP cost analyses. This work may also include support for the development of papers for submission for publication in peer reviewed literature; for the purposes of the cost estimate the contractor can assume support for one peer reviewed publication.

DELIVERABLES:

The contractor shall provide an updated draft MS4 Cost Report and MS4 Pollutant Loading Report (typically 50 pages or less) for the MS4 program within 30 days of receipt of technical direction and final reports are due within 15 days of receipt of EPA comments. EPA estimates the need for up to 3 iterations of each draft document.

SUBTASK 2D – Industrial Program Support

The contractor will support EPA's implementation of the Multi Sector General Permit, including developing tools to assist with permit compliance, updating MSGP-related permit implementation tasks. The contractor will also assist with evaluating permittee compliance with the ESA-related requirements in the permit. The contractor assumes the creation of approximately 2 documents.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2E – Construction Program Support

The contractor will support EPA's issuance of the 2017 Construction General Permit (CGP), including development of a comment response database and assisting with the comment response categorization and response document, assisting with the ESA consultation, assisting with formatting the final permit, fact sheet, and other permit documents for general consistency. The contractor will also support EPA's implementation of the final 2017 CGP, including developing tools to assist permittees with permit compliance, updating CGP-related guidance documents, and other related permit issuance tasks. In addition, the contractor will provide support to EPA in developing outreach strategies and materials to improve compliance. Specific tasks may include:

- Assist in updating the Cost Impact Analysis.
- Assist in developing and/or updating the CGP Biological Evaluation.
- Modify existing guidance documents:
 - Updated Stormwater Pollution Prevention Plan (SWPPP) Guide (1 document approximately 50 pages in length).
 - Updated inspection and corrective action report forms (2 documents approximately 6 to 12 pages in length).
- Assist in development of new permit guidance materials, including:
 - Fact sheets (3 documents 5-10 pages in length) – covering selected implementation topics.
- Assist in resolving technical questions and issues related to the revised Low Erosivity Waiver (LEW) calculator.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.

TASK 3 – MS4 Remand Rule Support

The contractor shall support EPA in finalizing the remand rulemaking that was proposed in January 2016. This support is expected to include assistance with draft comment responses, finalizing the permit compendium, finalizing the economic analysis, conducting additional analyses to support the rulemaking effort, and formatting and technical review of the final rulemaking package. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

DELIVERABLES:

Deliverable shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

TASK 4 – Integrated Planning Technical Assistance

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 4A: In 2014 EPA provided technical assistance to 5 communities to support development of components of integrated plans for wastewater and stormwater management that will provide examples of how communities use the Integrated Planning process. The communities are: Onondaga County, NY; Burlington, VT; Durham, NH; Santa Maria, CA and Springfield, MO. Three draft reports summarizing the results of the technical assistance projects have been developed. Under this task, the contractor will review comments from EPA and from the communities that received the technical assistance and will make appropriate revisions to finalize the reports. The contractor will also assist with development of presentation materials based on the reports.

DELIVERABLES:

The contractor will deliver 3 final reports within 4 weeks of receiving comments on the each of the 3 draft reports from WACOR. Presentation materials will be due within 2 weeks of EPA providing specific details via a written technical directive from the WACOR. A final version is due within 1 week of receipt of comments from EPA. All final documents shall be 508 compliant. The contractor shall update the website within 1 week of receiving technical direction from the WACOR.

TASK 5 - Wet Weather Blending Compendium

The contractor shall support EPA's development and issuance of a Compendium of wet weather treatment data for municipal sewage treatment plants that blend during wet weather conditions. The contractor will assist in identifying sewage treatment facilities that have data characterizing treatment performance during wet weather conditions and collect and compile information on wet weather treatment performance. The contractor shall conduct a literature review, which will include review of the draft "Summary of Blending Practices and the Discharge of Pollutants for Different Blending Scenarios" that was prepared for EPA in 2014, information from EPA's 2014 Experts Forum on Public Health Impacts of Wet Weather Blending, and data provided by the Food and Drug Administration. WACOR will provide the draft literature review and other documents as needed.

DELIVERABLES:

The contractor shall submit a draft strategy for collecting and compiling information on wet weather treatment performance of municipal sewage treatment plants that blend during wet weather conditions within 2 weeks of receiving technical direction from EPA. The contractor will submit a draft outline of a Compendium of wet weather treatment data for municipal sewage treatment plants within 4 weeks of receiving technical direction from EPA. The contractor will submit a draft of the compendium with 10 weeks of receiving direction from EPA. The contractor will submit a final compendium with 3 weeks of EPA providing comments on the draft compendium.

TASK 6 – General Data Analysis/Organization/Logistical Support

The contractor shall provide technical assistance to expedite the execution of major revisions and improvements to current wet weather regulations, permits, and case studies. Tasks shall include: providing summaries and analyses of data; compiling information (e.g., survey data; model evaluations) into documents as identified by work groups; providing logistical support to conference calls (securing conference lines, facilitating discussions and note task). Over the course of the performance period. The contractor assumes 5-6 short summaries/outlines for committee scope of work and 3-4 papers with expanded descriptions of data needs and analyses. WACOR will be providing more specific technical direction for this task.

DELIVERABLES:

Deliverables consist of logistical support, compiled information, and draft papers. Draft short summaries/outlines are to be completed within 2-3 weeks after receiving the technical directive from the WACOR. Final short summaries/outlines are to be completed 1-2 weeks after receipt of EPA comments. Draft papers and preamble text with expanded descriptions of data needs and analyses are to be completed within 2-3 weeks after receiving technical directive from the WACOR. Final papers are to be completed 1-2 weeks after receipt of EPA comments.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 100 LOE.

TASK 7 – Wet Weather Data Assessment and Tracking

The contractor team will provide support to CSO/SSO data assessment and tracking efforts, including tracking, reporting, and updating NPDES permit or enforcement orders and related information specific to CSO/SSO activities. Some specific examples of this type of data assessment and tracking are updating the number of CSO permits or enforcement orders with LTCP or other acceptable long-term CSO control plan, determining the number of LTCPs required and the submission/approval dates, status of implemented CSO control plans.

DELIVERABLES:

- Contractor shall provide the initial draft document within 4 weeks of receiving the technical direction from WACOR
- Contractor shall provide the final document within 2 weeks of receiving comments on the draft document from WACOR

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 100 LOE.

TASK 8 – Support for the Great Lakes CSO Public Notice Rulemaking**SUBTASK 8A: Guidance for Permittees**

A draft compendium of current public notice practices was compiled under a previous work assignment to highlight current notice practices for sewer overflows across the US. Contractor will be asked to make improvements and/or modification to that document to suit its intended use as a record item for the proposed rulemaking. Additional deliverables may be added under this task in the future; for initial cost estimate the contractor can assume the main deliverables are related to the compendium.

DELIVERABLES:

- Contractor shall provide the initial revised draft document within three weeks of receiving the technical direction from WACOR.
- Contractor shall provide the final document within two weeks of receiving comments on the draft document from WACOR.
- Upon technical direction from EPA, the contractor will draft an outline of rulemaking guidance for permittees.

- Upon technical direction from EPA, the contractor shall draft rulemaking guidance for permittees, based on EPA's input on the outline.

SUBTASK 8B: Regulatory Analyses and Information collection request (ICR)

The contractor shall support the development of an ICR for the proposed rulemaking. Including preliminary analyses of existing data on impacted entities. Prior to drafting the ICR EPA will meet with the contractor to discuss details on the scope and assumptions that will be used to estimate the burden of the new requirements on permittees and states.

Additional deliverables may be added under this task in the future; for initial cost estimate the contractor can assume the main deliverables are related to the ICR.

DELIVERABLES:

- Contractor shall provide draft ICR scope and assumptions summary within two weeks of receiving the technical direction from WACOR.
- Contractor shall provide Draft ICR within three weeks of meeting with EPA regarding scope and assumptions.
- Contractor shall provide Revised ICR within two weeks of receiving comments on the draft ICR from WACOR.

SUBTASK 8C: Outreach and Related General Support

Contractor will provide technical support for rulemaking efforts which may include participation in meetings with outside stakeholders, outreach to stakeholders and/or permit writers, development of support materials for meetings and/or writing notes from meetings and generating documents for the rulemaking record.

In addition the contractor shall support EPA to plan and execute one public meeting to be held in the Great Lakes region at the Region 5 office. The meeting will include a brief background presentation by EPA (providing the public with information regarding the development of new requirements for public notice of combined sewer overflows in the Great Lakes basin). The contractor shall provide meeting facilitation and note taking. In addition, the contractor will help with pre-meeting planning and logistics.

Contractor may also be asked to analyze data that is provided by stakeholders or workgroup members for use in rulemaking analyses.

For the purposes of the contractor cost estimate, contractor can assume that local outreach meeting support will be needed for five two-hour meetings by phone and two, local in person meetings. In addition contractor can assume 20 hours of support related to data analyses. For the public meeting in Region 5, EPA plans to secure government meeting space, so the contractor will not need to reserve a meeting room or equipment. For the purpose of the cost estimate, the contractor can assume the public meeting will be held in EPA's Region 5 office in Chicago, IL. The meeting will be held for approximately five hours. The contractor should plan to bring two

people to the meeting, one for note taking and general logistical support and one to facilitate the meeting. EPA is targeting September 14 for the meeting, though this may be adjusted to another date before it is finalized.

DELIVERABLES:

- Contractor shall providing meetings notes within two weeks of technical direction from EPA.
- Other general technical support will be requested by technical direction on an as-needed basis.
- The contractor may be asked to help prepare and print meeting materials to be distributed to public meeting attendees.
- The contractor shall generate meeting notes that will be delivered to EPA within one week of the meeting. The contractor can anticipate two rounds of revisions to the meeting notes, based on EPA review and comment.

SUBTASK 8D: Record Support

The contractor shall assemble and maintain a record of all documents relevant to the rulemaking proceedings. The contractor shall request authorization from EPA to contact the Water Docket and enter information into FDMS. When authorization is received, the contractor shall contact the Office of Water Docket to ensure that the record will meet the dockets requirements including any electronic docket requirements. This includes preparation of electronic versions of documents for the Agency's electronic docket system. The index of rulemaking record materials shall be submitted to the WACOR monthly and two weeks prior to the end of the work assignment period of performance. The record documents (in electronic form) and index are to be delivered to the WACOR upon completion of the Work Assignment or when directed by the WACOR in writing.

DELIVERABLES:

- The contractor shall submit the index of record materials to EPA Monthly and two weeks prior to the end of the work assignment period of performance.
- The contractor shall submit record documents and index to WACOR upon completion of the Work Assignment or when requested by written technical direction from the WACOR before the completion of the WA.

TASK 9 - Small MS4 General Permit Training for Municipal Officials in EPA Region 1, New England

- Develop and provide webinar training to Massachusetts and New Hampshire MS4 communities (and Municipal Officials in particular) on revised IDDE practices required under the final MA and current draft NH Small MS4 GPs, including revising prior IDDE TSDs, entitled "Proposed Illicit Discharge Detection and Elimination (IDDE) Program Requirements for Communities in Massachusetts" and "Proposed Illicit Discharge Detection and Elimination (IDDE) Program requirements for

Communities in New Hampshire” (**Appendix A**), to conform with the IDDE requirements of the final MA permit and draft NH permit;

- Develop and provide webinar training and supporting TSD to/for Massachusetts and New Hampshire MS4 communities (and Municipal Officials in particular) on:
 - EPA’s Opti-Tool, a spreadsheet-based best management practices (BMP) optimization tool. A detailed description of the Opti-Tool is provided as **Appendix B**. In addition, for purposes in developing a response to this PWS, EPA will provide the Opti-Tool spreadsheet to the Contractor as part of Appendix B, and
 - BMP Accounting Tracking Tool (BATT), a spreadsheet-based tool for tracking and accounting for BMP implementation, changes in land use, and MS4 permit reporting. A detailed description of BATT is provided as **Appendix C**. In addition, for purposes in developing a response to this PWS, EPA will provide the BATT spreadsheet-based tool to the Contractor as part of Appendix B.

SPECIAL INSTRUCTION:

- The contractor shall not start this task until get the specific technical direction (TD) from WACOR to do so.
- WACOR will instruct the contractor for specific deliverable in the TD
- WACOR will provide specific Appendices as needed
- WACOR will set up conference call with R1 as needed to clarify the needs.
- For planning purpose EPA believes this task will be no more than 450 LOE.

TASK 10 – Developing the Quality Assurance Project Plan (QAPP)

EPA requires that all environmental data used in decision making be supported by an approved QAPP.

Incremental QAPP Development: To facilitate getting the work started as soon as practicable, the contractor and Work Assignment Manager may determine which work needs to be initiated first and the most advantageous sequence for beginning the remainder of the work. Then the contractor may develop the QAPP incrementally, and the QA Coordinator shall review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. As the contractor learns what data shall be involved, the contractor can develop the data specific portion(s) of the QAPP. Each portion of the QAPP should include a data element table.

QAPP Submittal: The contractor shall submit the draft QAPP for a data-related activity at least 15 working days before the activity’s anticipated start-work date. Before preparing the first few sections of the QAPP, the contractor should meet or confer with the WACOR and QA Coordinator to discuss developing the QAPP.

Data Quality Requirements: The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their DELIVERABLES.

Descriptions of data quality requirements (DQRs) and methods for achieving these DQRs developed under this work assignment shall be added to the Office of Water DQR library for use in developing QAPPs for future projects. Such descriptions of DQRs and methods for achieving them shall be the property of EPA.

DELIVERABLES:

- A. A QAPP that describes the contractor's plan for
 - Identifying the data elements for any data-related activities, and for each of these data elements identifying either (i) the data quality requirements (DQRs) or (ii) the policy that states DQRs are not required,
 - Describing their methods for achieving the DQRs, and
 - Assuring any environmental data contained in the DELIVERABLES shall (i) be of sufficient quality for their intended primary uses and (ii) have adequate quality documentation for determining whether these data are of sufficient quality for future secondary uses.
- B. Monthly progress reports that (a) describe the contractor's progress on implementing the QAPP and resolving old data quality issues, (b) describe any new issues, and (c) provide the LOE and cost expenditures for developing the QAPP.

ESTIMATED LEVEL OF EFFORT:

The estimated level of effort for this work assignment amendment is 1,900 hours.

OTHER REQUIREMENTS:

Travel:

Travel to selected EPA regional offices, State agencies and selected municipalities shall be necessary. The travel shall be in accordance with FAR and EPAAR and shall be approved by the PO prior to travel.

Special Reporting Requirements:

In addition to the reporting requirements in the contract, the contractor shall track and report LOE and cost expenditures by individual TASKs and sub-TASKs in the monthly progress report. The contractor shall provide monthly cost breakdown by specific line items and make necessary adjustment as needed and suggested by WACOR.

Also, the contractor shall submit brief reports on the status of the entire task within this work assignment. This report shall provide a narrative summary on the status of each task. The report should also provide Earn Value Method (EVM) chart and graph for cost and LOE.

Technical Direction:

WACOR and Alternate WACOR will be providing technical direction as needed. Contractor shall be obligated only to the technical directions provided by the WACORs.

SECTION 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. The contractor needs to make sure EPA is in compliance with Section 508 requirements.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

PERFORMANCE SURVEILLANCE PLAN			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of DELIVERABLES of the problems associated with the development of DELIVERABLES.	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to DELIVERABLES not less than one week prior to the DELIVERABLES date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and Project Officer (as necessary) shall allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and Project Officer shall document and maintain a complete record of the issues, agreements and outcome. The WACOR and Project Officer shall review monthly progress reports for indicators of problems not previously mentioned. The WACOR shall also monitor the timely receipt of DELIVERABLES. For those that are late without prior notice, the EPA shall formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA shall rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA shall rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all TASKs. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The CL-COR shall routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The CL-COR and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA shall thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor shall be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, shall result in an unsatisfactory rating in the NIH Contract Performance System.</p>
Quality of Product/Services \The contractor shall ensure documents developed under this TASK order are quality products that are factual and based on sound science and engineering principles.	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR shall review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract shall result in an unsatisfactory rating for Quality and Manage Control being reported to the NIH Contract Performance System.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-05				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000004				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 10/31/2016			Title of Work Assignment/SF Site Name				
			Base Option Period Number 5			Wet Weather Pollution Control				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out					Period of Performance					
<input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding										
<input checked="" type="checkbox"/> Work Plan Approval					From 07/01/2016 To 10/31/2016					
Comments: This Work Plan Approval incorporates Amendment 4 and is fully funded.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		01/01/2011 To 10/31/2016		Cost/Fee: \$506,055.00		LOE: 4400				
This Action:				\$216,804.00		1,900				
Total:				\$722,859.00		6,300				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		08/17/2016		Cost/Fee \$216,804.00		LOE: 1,900				
Cumulative Approved:				Cost/Fee \$722,859.00		LOE: 6,300				
Work Assignment Manager Name Mohammed Billah						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-2228				
						FAX Number:				
Project Officer Name Robin Danesi						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2352				
						FAX Number:				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 5-05								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000005								
Contract Number EP-C-11-009	Contract Period 01/01/2011 To 12/31/2016 Base Option Period Number 5	Title of Work Assignment/SF Site Name Wet Weather Pollution Control								
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 11/01/2016 To 12/31/2016								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011 To 12/31/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee		LOE:						
Cumulative Approved:		Cost/Fee		LOE:						
Work Assignment Manager Name Mohammed Billah							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Robin Danesi							Phone Number: 202-564-2228			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							12/8/2016 (Date)			
							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-05
AMENDMENT 5**

TITLE: Support for Implementation of Wet Weather Pollution Control Programs

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE
(WACOR):**

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**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (AWACOR):**

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PERIOD OF PERFORMANCE: November 01, 2016 through December 31, 2016

SPECIAL INSTRUCTION:

- Continue working on the task and sub-task as written in the WA5-05, Amendment 4 and specifically written below.
- WACOR will be providing more specific Technical Directive (TD) as needed

OBJECTIVES:

This Work Assignment provides support to various wet weather programs including stormwater, green infrastructure, combined sewer overflows (CSO), and sanitary sewer overflows (SSO), stormwater outreach, stormwater program development support, SSO/peak flows support, integrated planning for the WPD.

STATEMENT OF WORK:**TASK 1 – Stormwater Outreach Support**

The contractor shall support EPA in developing materials to educate stakeholders and provide assistance in developing and implementing effective stormwater programs. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 1B – Municipal, Construction and Industrial Stormwater Permitting Outreach

The contractor shall support EPA's development and implementation of an outreach program to help ensure compliance with the requirements of EPA's municipal stormwater program, industrial stormwater program's Multi-Sector General Permit (MSGP), and the construction stormwater program's construction general permit (CGP). This plan shall include development of materials for direct mailing (by EPA), production of web materials for posting on the NPDES website or to support other key stormwater resources, and assisting with 2 webcasts. For planning purposes, the contractor assumes webcasts are each approximately 2 hours in length, the production of 2-3 brochures, flyers, or other short outreach materials. Webcast archiving includes developing a 508 compliant transcript and inserting the corresponding slide titles to match the timing of the transcript within the audio file.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 1C – Develop Stormwater Trainings

The contractor shall support EPA's development and implementation of a stormwater training program. For planning purposes, the contractor assumes the training program shall consist of approximately 2-4 one to three day workshops on various aspects of the six minimum measures, green infrastructure, green codes and ordinances, technical aspects, regulatory requirements, institutional issues, social benefits, writing better

permits, and other related topics each year. The workshops shall include training based on EPA's *Getting in Step Guide for Conducting Watershed Outreach Campaigns* (EPA-841-B-03-002), the *Municipal Separate Storm Sewer System (MS4) Permit Improvement Guide* (aka MS4 Permit Improvement Guide), MS4 Permit Compendium, and other EPA guidance materials as directed, and shall emphasize proven social marketing strategies. The contractor shall work with EPA to develop power point presentations (80-100 slides each) and 25 training materials (i.e. speaker notes, student manuals). The contractor shall provide logistical support for these workshops and webcasts, including obtaining meeting rooms, equipment rentals and processing registration. The contractor assumes that two instructors are needed to teach the workshops and two instructors shall be needed for the webcasts. Support includes developing 2 power point presentations (up to 20 slides each) and 3 training materials (i.e. speaker notes, student manuals), and meeting logistical support, including obtaining meeting rooms and equipment rentals.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

TASK 2 – Support Stormwater Program Development

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 2A – Municipal Program Development

The contractor shall collect, compile, analyze, and present information and data for use in supporting the development of the municipal stormwater program, including topics such as applicable regulatory requirements, permitting requirements, treatment technologies, performance information, environmental impacts, stormwater long-term planning, monitoring data analysis, and cost information. The contractor shall support EPA and EPA's assistance to authorized States and local municipalities in the development and implementation of municipal stormwater programs including public education and involvement, illicit discharge detection and elimination, construction, post-construction, and municipal operations. The contractor's support shall include conducting research, preparing technical assessments and drafting permit language that shall be used in the development of state and local programs, state municipal separate storm sewer systems (MS4) permits, and local ordinances. The contractor shall assume the creation of 2-3 documents. A Transportation Permit Guide/Compendium of permitting language specifically for Departments of Transportation is to be formatted for final posting on the website. The contractor shall review and compile annual reports, permits, and SWMPs, and technical studies/reports/research in support of developing. The contractor shall also support the development of updates to existing tools and documents, including: the MS4

compendium; the permit tracking spreadsheet; model ordinances, and the stormwater report (formerly the Report to Congress, drafted by EPA).

DELIVERABLES:

Deliverables shall consist of an initial draft that is due within 30 days of EPA providing specific details via a written technical directive from the WACOR, 3 drafts, and a final (or revised draft) within 30 days of receipt of EPA comment. Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2B – GIS Maps

The contractor shall continue to update and revise the current Phase I and II Municipal Separate Storm Sewer System (MS4) coverage for each state and develop a national map of MS4 coverage areas using data both provided by EPA (including data provided by the state) and collected by the contractor and approved by the WACOR. The contractor shall also compile data and update the maps to include combined sewer areas, drinking water contributing areas, future development projections, and other similar topics. The contractor shall collect designation criteria developed by the permitting authority and any schedule the state has developed for phasing-in MS4 coverage. OWM's current MS4 database shall be one source of data for the summary report.

DELIVERABLES:

The contractor shall submit GIS Maps and accompanying reports (typically 50 pages or less). The MS4 coverage map report must describe coverage for each state, highlight states that have expanded beyond urbanized area, and the state's designation criteria. For planning purposes, the contractor assumes the development of 3-4 different types of maps and 3-4 accompanying reports describing the dataset source, any data manipulation and assumptions, and general trends. Draft maps and reports are due within 3 weeks of technical direction issuance. Final maps and reports are due within 3 weeks of receipt of EPA comments on the drafts.

SUBTASK 2C – Municipal Separate Storm Sewer System (MS4) Program Cost and Pollutant Load Reductions

The contractor shall continue to update the reported costs of the Municipal Separate Storm Sewer System (MS4) Program (total cost and cost of any component of the stormwater program, i.e. six minimum measures, if available) document and determine pollutant loading reductions associated with the MS4 program. The MS4 analysis shall include both traditional and nontraditional MS4s, including departments of transportation. The data sources for this TASK, to be collected by the contractor, include stormwater management plans, annual reports, previous cost reports (*Phase II cost analysis, California Phase I cost survey* (Jan. 2005)), MS4 data collected via the information collection request surveys, and additional reports highlighting reductions in pollutant loadings from MS4 stormwater activities. The contractor shall continue to

update the literature review and document pollutant loadings and/or volume reductions associated with MS4s. In addition, the contractor shall continue to estimate the cost of the monitoring and industrial inspections components of the MS4 program in order to determine if these activities are appropriate requirements for small MS4s.

Under this task the contractor will support the development and/or completion of documents and outreach materials associated with to projects initiated under previous work assignments, including: ICR summaries, state performance standards, detention basin analyses, landscape code review, and BMP cost analyses. This work may also include support for the development of papers for submission for publication in peer reviewed literature; for the purposes of the cost estimate the contractor can assume support for one peer reviewed publication.

DELIVERABLES:

The contractor shall provide an updated draft MS4 Cost Report and MS4 Pollutant Loading Report (typically 50 pages or less) for the MS4 program within 30 days of receipt of technical direction and final reports are due within 15 days of receipt of EPA comments. EPA estimates the need for up to 3 iterations of each draft document.

SUBTASK 2D – Industrial Program Support

The contractor will support EPA’s implementation of the Multi Sector General Permit, including developing tools to assist with permit compliance, updating MSGP-related permit implementation tasks. The contractor will also assist with evaluating permittee compliance with the ESA-related requirements in the permit. The contractor assumes the creation of approximately 2 documents.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2E – Construction Program Support

The contractor will support EPA’s issuance of the 2017 Construction General Permit (CGP), including development of a comment response database and assisting with the comment response categorization and response document, assisting with the ESA consultation, assisting with formatting the final permit, fact sheet, and other permit documents for general consistency. The contractor will also support EPA’s implementation of the final 2017 CGP, including developing tools to assist permittees with permit compliance, updating CGP-related guidance documents, and other related permit issuance tasks. In addition, the contractor will provide support to EPA in

developing outreach strategies and materials to improve compliance. Specific tasks may include:

- Assist in updating the Cost Impact Analysis.
- Assist in developing and/or updating the CGP Biological Evaluation.
- Modify existing guidance documents:
 - Updated Stormwater Pollution Prevention Plan (SWPPP) Guide (1 document approximately 50 pages in length).
 - Updated inspection and corrective action report forms (2 documents approximately 6 to 12 pages in length).
- Assist in development of new permit guidance materials, including:
 - Fact sheets (3 documents 5-10 pages in length) – covering selected implementation topics.
- Assist in resolving technical questions and issues related to the revised Low Erosivity Waiver (LEW) calculator.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.

TASK 3 – MS4 Remand Rule Support

The contractor shall support EPA in finalizing the remand rulemaking that was proposed in January 2016. This support is expected to include assistance with draft comment responses, finalizing the permit compendium, finalizing the economic analysis, conducting additional analyses to support the rulemaking effort, and formatting and technical review of the final rulemaking package. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

DELIVERABLES:

Deliverable shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

TASK 4 – Integrated Planning Technical Assistance

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 4A: In 2014 EPA provided technical assistance to 5 communities to support development of components of integrated plans for wastewater and stormwater management that will provide examples of how communities use the Integrated Planning process. The communities are: Onondaga County, NY; Burlington, VT; Durham, NH; Santa Maria, CA and Springfield, MO. Three draft reports summarizing the results of the technical assistance projects have been developed. Under this task, the contractor will review comments from EPA and from the communities that received the technical assistance and will make appropriate revisions to finalize the reports. The contractor will also assist with development of presentation materials based on the reports.

DELIVERABLES:

The contractor will deliver 3 final reports within 4 weeks of receiving comments on the each of the 3 draft reports from WACOR. Presentation materials will be due within 2 weeks of EPA providing specific details via a written technical directive from the WACOR. A final version is due within 1 week of receipt of comments from EPA. All final documents shall be 508 compliant. The contractor shall update the website within 1 week of receiving technical direction from the WACOR.

TASK 5 - Wet Weather Blending Compendium

The contractor shall support EPA's development and issuance of a Compendium of wet weather treatment data for municipal sewage treatment plants that blend during wet weather conditions. The contractor will assist in identifying sewage treatment facilities that have data characterizing treatment performance during wet weather conditions and collect and compile information on wet weather treatment performance. The contractor shall conduct a literature review, which will include review of the draft "Summary of Blending Practices and the Discharge of Pollutants for Different Blending Scenarios" that was prepared for EPA in 2014, information from EPA's 2014 Experts Forum on Public Health Impacts of Wet Weather Blending, and data provided by the Food and Drug Administration. WACOR will provide the draft literature review and other documents as needed.

DELIVERABLES:

The contractor shall submit a draft strategy for collecting and compiling information on wet weather treatment performance of municipal sewage treatment plants that blend during wet weather conditions within 2 weeks of receiving technical direction from EPA. The contractor will submit a draft outline of a Compendium of wet weather treatment data for municipal sewage treatment plants within 4 weeks of receiving technical direction from EPA. The contractor will submit a draft of the compendium with 10 weeks of receiving direction from EPA. The contractor will submit a final compendium with 3 weeks of EPA providing comments on the draft compendium.

TASK 6 – General Data Analysis/Organization/Logistical Support

The contractor shall provide technical assistance to expedite the execution of major revisions and improvements to current wet weather regulations, permits, and case studies. Tasks shall include: providing summaries and analyses of data; compiling information (e.g., survey data; model evaluations) into documents as identified by work groups; providing logistical support to conference calls (securing conference lines, facilitating discussions and note task). Over the course of the performance period. The contractor assumes 5-6 short summaries/outlines for committee scope of work and 3-4 papers with expanded descriptions of data needs and analyses. WACOR will be providing more specific technical direction for this task.

DELIVERABLES:

Deliverables consist of logistical support, compiled information, and draft papers. Draft short summaries/outlines are to be completed within 2-3 weeks after receiving the technical directive from the WACOR. Final short summaries/outlines are to be completed 1-2 weeks after receipt of EPA comments. Draft papers and preamble text with expanded descriptions of data needs and analyses are to be completed within 2-3 weeks after receiving technical directive from the WACOR. Final papers are to be completed 1-2 weeks after receipt of EPA comments.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 100 LOE.

TASK 7 – Wet Weather Data Assessment and Tracking

The contractor team will provide support to CSO/SSO data assessment and tracking efforts, including tracking, reporting, and updating NPDES permit or enforcement orders and related information specific to CSO/SSO activities. Some specific examples of this type of data assessment and tracking are updating the number of CSO permits or enforcement orders with LTCP or other acceptable long-term CSO control plan, determining the number of LTCPs required and the submission/approval dates, status of implemented CSO control plans.

DELIVERABLES:

- Contractor shall provide the initial draft document within 4 weeks of receiving the technical direction from WACOR
- Contractor shall provide the final document within 2 weeks of receiving comments on the draft document from WACOR

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 50 LOE.

TASK 8 – Support for the Great Lakes CSO Public Notice Rulemaking

SUBTASK 8A: Guidance for Permittees

A draft compendium of current public notice practices was compiled under a previous work assignment to highlight current notice practices for sewer overflows across the US. Contractor will be asked to make improvements and/or modification to that document to suit its intended use as a record item for the proposed rulemaking. Additional deliverables may be added under this task in the future; for initial cost estimate the contractor can assume the main deliverables are related to the compendium.

DELIVERABLES:

- Contractor shall provide the initial revised draft document within three weeks of receiving the technical direction from WACOR.
- Contractor shall provide the final document within two weeks of receiving comments on the draft document from WACOR.
- Upon technical direction from EPA, the contractor will draft an outline of rulemaking guidance for permittees.
- Upon technical direction from EPA, the contractor shall draft rulemaking guidance for permittees, based on EPA's input on the outline.

SUBTASK 8B: Regulatory Analyses and Information collection request (ICR)

The contractor shall support the development of an ICR for the proposed rulemaking. Including preliminary analyses of existing data on impacted entities. Prior to drafting the ICR EPA will meet with the contractor to discuss details on the scope and assumptions that will be used to estimate the burden of the new requirements on permittees and states.

Additional deliverables may be added under this task in the future; for initial cost estimate the contractor can assume the main deliverables are related to the ICR.

DELIVERABLES:

- Contractor shall provide draft ICR scope and assumptions summary within two weeks of receiving the technical direction from WACOR.
- Contractor shall provide Draft ICR within three weeks of meeting with EPA regarding scope and assumptions.
- Contractor shall provide Revised ICR within two weeks of receiving comments on the draft ICR from WACOR.

SUBTASK 8C: Outreach and Related General Support

Contractor will provide technical support for rulemaking efforts which may include participation in meetings with outside stakeholders, outreach to stakeholders and/or permit writers, development of support materials for meetings and/or writing notes from meetings and generating documents for the rulemaking record.

DELIVERABLES:

- Contractor shall providing meetings notes within two weeks of technical direction from EPA.
- Other general technical support will be requested by technical direction on an as-needed basis.
- The contractor may be asked to help prepare and print meeting materials to be distributed to public meeting attendees.
- The contractor shall generate meeting notes that will be delivered to EPA within one week of the meeting. The contractor can anticipate two rounds of revisions to the meeting notes, based on EPA review and comment.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 50 LOE.

SUBTASK 8D: Record Support

The contractor shall assemble and maintain a record of all documents relevant to the rulemaking proceedings. The contractor shall request authorization from EPA to contact the Water Docket and enter information into FDMS. When authorization is received, the contractor shall contact the Office of Water Docket to ensure that the record will meet the dockets requirements including any electronic docket requirements. This includes preparation of electronic versions of documents for the Agency's electronic docket system. The index of rulemaking record materials shall be submitted to the WACOR monthly and two weeks prior to the end of the work assignment period of performance. The record documents (in electronic form) and index are to be delivered to the WACOR upon completion of the Work Assignment or when directed by the WACOR in writing.

DELIVERABLES:

- The contractor shall submit the index of record materials to EPA Monthly and two weeks prior to the end of the work assignment period of performance.
- The contractor shall submit record documents and index to WACOR upon completion of the Work Assignment or when requested by written technical direction from the WACOR before the completion of the WA.

TASK 9 - Small MS4 General Permit Training for Municipal Officials in EPA Region 1, New England

- Develop and provide webinar training to Massachusetts and New Hampshire MS4 communities (and Municipal Officials in particular) on revised IDDE practices required under the final MA and current draft NH Small MS4 GPs, including revising prior IDDE TSDs, entitled “Proposed Illicit Discharge Detection and Elimination (IDDE) Program Requirements for Communities in Massachusetts” and “Proposed Illicit Discharge Detection and Elimination (IDDE) Program requirements for Communities in New Hampshire” (**Appendix A**), to conform with the IDDE requirements of the final MA permit and draft NH permit;
- Develop and provide webinar training and supporting TSD to/for Massachusetts and New Hampshire MS4 communities (and Municipal Officials in particular) on:
 - EPA’s Opti-Tool, a spreadsheet-based best management practices (BMP) optimization tool. A detailed description of the Opti-Tool is provided as **Appendix B**. In addition, for purposes in developing a response to this PWS, EPA will provide the Opti-Tool spreadsheet to the Contractor as part of Appendix B, and
 - BMP Accounting Tracking Tool (BATT), a spreadsheet-based tool for tracking and accounting for BMP implementation, changes in land use, and MS4 permit reporting. A detailed description of BATT is provided as **Appendix C**. In addition, for purposes in developing a response to this PWS, EPA will provide the BATT spreadsheet-based tool to the Contractor as part of Appendix B.

SPECIAL INSTRUCTION:

- WACOR will instruct the contractor for specific deliverable in the TD, if needed
- WACOR will provide specific Appendices as needed
- WACOR will set up conference call with R1 as needed to clarify the needs.
- For planning purpose EPA believes this task will be no more than 200 LOE.

TASK 10 – Developing the Quality Assurance Project Plan (QAPP)

EPA requires that all environmental data used in decision making be supported by an approved QAPP.

Incremental QAPP Development: To facilitate getting the work started as soon as practicable, the contractor and Work Assignment Manager may determine which work needs to be initiated first and the most advantageous sequence for beginning the remainder of the work. Then the contractor may develop the QAPP incrementally, and the QA Coordinator shall review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. As

the contractor learns what data shall be involved, the contractor can develop the data specific portion(s) of the QAPP. Each portion of the QAPP should include a data element table.

QAPP Submittal: The contractor shall submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Before preparing the first few sections of the QAPP, the contractor should meet or confer with the WACOR and QA Coordinator to discuss developing the QAPP.

Data Quality Requirements: The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their DELIVERABLES. Descriptions of data quality requirements (DQRs) and methods for achieving these DQRs developed under this work assignment shall be added to the Office of Water DQR library for use in developing QAPPs for future projects. Such descriptions of DQRs and methods for achieving them shall be the property of EPA.

DELIVERABLES:

- A. A QAPP that describes the contractor's plan for
 - Identifying the data elements for any data-related activities, and for each of these data elements identifying either (i) the data quality requirements (DQRs) or (ii) the policy that states DQRs are not required,
 - Describing their methods for achieving the DQRs, and
 - Assuring any environmental data contained in the DELIVERABLES shall (i) be of sufficient quality for their intended primary uses and (ii) have adequate quality documentation for determining whether these data are of sufficient quality for future secondary uses.
- B. Monthly progress reports that (a) describe the contractor's progress on implementing the QAPP and resolving old data quality issues, (b) describe any new issues, and (c) provide the LOE and cost expenditures for developing the QAPP.

OTHER REQUIREMENTS:

Travel:

Travel to selected EPA regional offices, State agencies and selected municipalities shall be necessary. The travel shall be in accordance with FAR and EPAAR and shall be approved by the PO prior to travel.

Special Reporting Requirements:

In addition to the reporting requirements in the contract, the contractor shall track and report LOE and cost expenditures by individual TASKs and sub-TASKs in the monthly progress report. The contractor shall provide monthly cost breakdown by specific line items and make necessary adjustment as needed and suggested by WACOR.

Also, the contractor shall submit brief reports on the status of the entire task within this work assignment. This report shall provide a narrative summary on the status of each task. The report should also provide Earn Value Method (EVM) chart and graph for cost and LOE.

Technical Directions:

WACOR and Alternate WACOR will be providing technical directions as needed. Contractor shall be obligated only to the technical directions provided by the WACORs.

SECTION 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. The contractor needs to make sure EPA is in compliance with Section 508 requirements.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

PERFORMANCE SURVEILLANCE PLAN			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of DELIVERABLES of the problems associated with the development of DELIVERABLES.	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to DELIVERABLES not less than one week prior to the DELIVERABLES date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and Project Officer (as necessary) shall allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and Project Officer shall document and maintain a complete record of the issues, agreements and outcome. The WACOR and Project Officer shall review monthly progress reports for indicators of problems not previously mentioned. The WACOR shall also monitor the timely receipt of DELIVERABLES. For those that are late without prior notice, the EPA shall formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA shall rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA shall rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all TASKs. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The EPA Project Officer shall routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA Project Officer and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA shall thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor shall be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, shall result in an unsatisfactory rating in the NIH Contract Performance System.</p>
Quality of Product/Services \The contractor shall ensure documents developed under this TASK order are quality products that are factual and based on sound science and engineering principles.	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR shall review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract shall result in an unsatisfactory rating for Quality and Manage Control being reported to the NIH Contract Performance System.</p>